



Candidate INFORMATION GUIDE

RTO 104975





AUSTSWIM Candidate Information Guide Includes information on AUSTSWIM courses, policies and practices.



AUSTSWIM Ltd

Version 3 April 2026

AUSTSWIM Limited 2026

AUSTSWIM would like to acknowledge the Traditional Custodians of the many lands on which we all work, swim, and recreate every day, and to pay our respects to Elders past and present. We also wish to extend that respect to all Aboriginal and Torres Strait Islander people who form a part of our organisation as teachers, candidates and students.

CONTENTS

WELCOME.....	5
We are here to support you!	5
ABOUT US	6
AUSTSWIM is over 45 years old... ..	6
Mission and Vision	6
AUSTSWIM Members	6
ACCESSING SUPPORT FROM THE AUSTSWIM TEAM	7
AUSTSWIM Head Office.....	7
AUSTSWIM Student Support Officer	7
RTO POLICIES AND PROCEDURES.....	7
Insurance	7
THE CANDIDATE JOURNEY - TEACHER OF SWIMMING AND WATER SAFETY	8
BEFORE ATTENDING THE TWO-DAY FACE-TO-FACE WORKSHOP	9
AUSTSWIM TEACHER OF SWIMMING AND WATER SAFETY	11
Course Objectives	11
Swimming and Water Safety Teacher Skillset and Units of Competency	11
Minimum Age	11
Pre-requisites.....	11
Swimming Ability	11
Course Outline	11
Assessments	12
Issuing the AUSTSWIM Licence and Statement of Attainment	12
TWO DAY FACE-TO-FACE WORKSHOP	12
What to bring to the two-day face-to-face workshop.....	12
What is covered in the two-day face-to-face Workshop	12
ASSESSMENT TASKS TO BE COMPLETED DURING THE FACE-TO- FACE WORKSHOP	14
ASSESSMENT TASKS TO BE COMPLETED AFTER ATTENDING THE FACE-TO- FACE WORKSHOP	15
ADDITIONAL COURSE REQUIREMENTS	16
CPR	16
WWCC	16
UNIQUE STUDENT IDENTIFIER	16
CANDIDATE SUPPORT AND PROGRESSION	16
Language, Literacy & Numeracy (LLN)	16
Additional Support	17
Reasonable Adjustment	17
ACCESS AND EQUITY	17
Access, Equity and Candidate Support Services.....	17
Harassment and Discrimination	18
Candidates should be aware of the following definitions:	18
Reporting Discrimination and Harassment	19
TRAINING AND ASSESSMENT	19
Quality Training Guarantee.....	19

Quality Training Guarantee.....	19
ASSESSMENT SUBMISSION	20
Assessment Re-submission (missing information).....	22
Course Feedback	22
COURSE COMPLETION - ISSUING AQF CERTIFICATION DOCUMENTS	22
AUSTSWIM LICENCE	22
RECOGNITION OF PRIOR LEARNING (RPL)	23
RPL Process.....	23
CREDIT TRANSFER (CT).....	23
CANDIDATE CODE OF CONDUCT	24
MISCONDUCT AND PLAGIARISM	25
Terms and Definitions	25
Consequences of Misconduct.....	25
ATTENDANCE AND PUNCTUALITY.....	26
FEES, REFUNDS AND WITHDRAWAL	26
FEES AND CHARGES FOR GOVERNMENT-FUNDED CANDIDATES.....	26
COURSE FEE INCLUSIONS	26
Refund Process	27
Refunds Due to Non-Provision of Services.....	27
Refunds Due to Candidate Cancellation Request / Hardship Application	27
AUSTSWIM Initiated Withdrawal	28
Withdrawal Process	28
COMPLAINTS AND APPEALS	29
Making a Formal Complaint or Appeal	29
PRIVACY AND CONFIDENTIALITY.....	31
Collection and Use of Personal Information.....	31
Disclosure of Personal Information	31
Security.....	31
Access and Modification.....	31
CANDIDATE TRAINING RECORDS.....	32
GLOSSARY	33

WELCOME

Congratulations! You are taking your first steps towards joining our community of AUSTSWIM Teachers with the knowledge to empower diverse groups of people to feel safer in, on and around the water. AUSTSWIM is committed to assisting you in expanding your aquatic career through various AUSTSWIM pathways and accreditation. AUSTSWIM is a Recognised Training Organisation (RTO 104975) that delivers a range of nationally accredited and non-accredited education programs and courses.

We are here to support you!

We take great pride in teaching the principles and practices of water safety to all communities to create a safer Australia. This *Candidate Information Guide* outlines what you need to know about the course and our methods of training.

The AUSTSWIM Licence is the industry standard for swimming and water safety teachers and is delivered and recognised in each state and territory of Australia and many countries overseas. This puts you in the best position to find employment at the end of your course and opens many opportunities across the globe.

AUSTSWIM engages with employers and industry partners as part of continuous improvement practices and regular reviews of all of our course offerings. Candidates are trained in the context of a simulated work environment, whilst learning relevant and contemporary skills underpinned by current swimming and water safety theory and research.

Our AUSTSWIM Trainers and Assessors are all experienced Teachers of Swimming and Water Safety, and all hold a current Certificate IV in Training and Assessment. They look forward to bringing out the best in each Candidate to strengthen the workforce and industry as a whole.

At AUSTSWIM, we are committed to providing a fun, friendly environment and high-quality training and assessment from course commencement through to course completion.

Thank you for choosing AUSTSWIM!



ABOUT US

AUSTSWIM is over 45 years old...

That's right, we've been around for a long time! AUSTSWIM has been Australia's national organisation for the teaching of swimming and water safety since 1979. In that time, we have trained over 395,000 teachers in swimming and water safety and continue to train around 10,000 Candidates annually.

Mission and Vision

Every person is taught to swim by an AUSTSWIM Licensed Teacher.

Excellence in aquatic education, accreditation and licensing

AUSTSWIM Values

Community	We unite our community through a sense of belonging.
Integrity	We always do what we say we are going to do.
Courage	We do what is right for our Candidates, members, and the community.
Innovation	We are creative and always striving to do better.
Curiosity	We are naturally curious, and we seek to understand our community, each other and our members.
Diversity	We support a safer and more inclusive environment through trust, equity, and respect.

AUSTSWIM works within the Australian Vocational Education and Training (VET) system and is regulated by the Australian Skills Quality Authority (ASQA).

AUSTSWIM Trainers and Assessors work within the standards and guidelines of the national vocational training system.

AUSTSWIM courses are regularly reviewed by industry representatives to ensure our practices are current, valuable and working towards providing excellence in aquatic education and accreditation.

AUSTSWIM Members



ROYAL LIFE SAVING
AUSTRALIA



ACCESSING SUPPORT FROM THE AUSTSWIM TEAM

We're here to help you! AUSTSWIM has a dedicated and passionate industry support team that is ready to assist you throughout your training journey.

Our Support Team is available from 9.00 am - 5.00 pm (AEST) Monday to Friday

 1300 885 666  info@austswim.com.au

AUSTSWIM Head Office

Street Address: Level 1, Building 2, 195 Wellington Road, Clayton VIC 3168

Postal Address: PO Box 139, Mulgrave, VIC, 3170

AUSTSWIM Student Support Officer

Need a little extra support? Students who require assistance at any stage of their course are encouraged to book a free, confidential and personalised support session.

If you need help understanding course requirements, managing your workload, navigating accessibility needs, or staying engaged with your studies, early support is strongly encouraged.

Find out more and book your session here. ([Click Here](#))

RTO POLICIES AND PROCEDURES

Regardless of where training takes place, all AUSTSWIM Candidates are governed by AUSTSWIM policies and procedures as well as:

- Codes of conduct and behaviour for a specific workplace facility.
- Emergency and evacuation procedures at the specific training location.
- Any lawful directive from any AUSTSWIM authorised employee.

Current AUSTSWIM policies, procedures, documentation, and forms are available on the AUSTSWIM website In the AUSTSWIM Resources and Policies Directory ([Click Here](#))

Please email all queries related to policies and procedures info@austswim.com.au

Insurance

At AUSTSWIM, risk management is a key reason for including an insurance policy for all AUSTSWIM Licensed Teachers* who hold a current and valid AUSTSWIM Licence.

In addition, the AUSTSWIM Insurance Policy covers Candidates completing workplace training when they are under the direct supervision of a current accredited Teacher of Swimming and Water Safety. For more information, please see the 'Teacher Insurance' section on the AUSTSWIM Website ([Click Here](#))

*There are some exceptions to this rule; for in-depth information on who is/is not covered by the AUSTSWIM Insurance Policy, refer to the insurance FAQs. ([Click Here](#))

THE CANDIDATE JOURNEY - TEACHER OF SWIMMING AND WATER SAFETY

Your journey begins by becoming a teacher-in-training. You have 12 months from enrolment to complete your course.



1

Face-to-Face Workshop

Attend a 2-day face-to-face workshop which is made up of classroom learning, theoretical assessment tasks and practical assessment tasks carried out in the pool.

2

Self-paced Online eLearning

Complete online learning modules and assessments via the AUSTSWIM Hub. Online learning can be started prior to attending the face-to-face workshop.

3

Workplace Training

Complete workplace training at a venue of your choice. Including teaching lessons under supervision, shadowing or co-teaching with experienced teachers, and completing the Candidate handbook.

4

Submit Candidate Handbook

Once all requirements are complete, you must upload the candidate handbook with a current CPR certificate and Working With Children Check through the AUSTSWIM Hub.

5

Additional Requirements

Upload additional photo requirements to the AUSTSWIM Hub. Candidates must upload a recent photo and a valid photo ID as verification.

6

AUSTSWIM Licence Issued

Upon successful completion of all requirements you will be issued:

- Statement of Attainment - SISSS00132 Teacher of Swimming and Water Safety
- AUSTSWIM Teacher Licence

BEFORE ATTENDING THE TWO-DAY FACE-TO-FACE WORKSHOP

Please log in to your **AUSTSWIM Hub** on the AUSTSWIM website by clicking on the **"Login"** tab, located at the top of the website page along the blue menu bar.

There is some important information for you to review in your aXcelerate learner portal. It won't take too long and will help prepare you for the course. Don't worry about the online assessment just yet; we'll get to that once you've attended the face-to-face workshop.

The screenshot shows the AUSTSWIM website header with the logo on the left and navigation links: Education, Teachers, Swim Schools, Aquatic Industry, and About Us. In the top right corner, there are buttons for 'Shop', 'Login' (which is highlighted with a red box), and 'Find a Course'. Below the header is a large banner featuring a photo of a swim teacher in a blue shirt with 'TEACHER' on the back, interacting with three young swimmers in a pool. To the right of the photo is a red call-to-action box with the text 'Become a qualified swim teacher today' and a 'Start Here' button.

If you have already logged in, you can easily navigate back to the AUSTSWIM Hub from anywhere on the website.

This screenshot is identical to the one above, but the 'AUSTSWIM Hub' button in the top right navigation bar is highlighted with a red box, indicating the user is already logged in.

NOTE:

To sign up on the AUSTSWIM Hub, Candidates must ensure that they use their exact given name and surname registered on their USI portal.

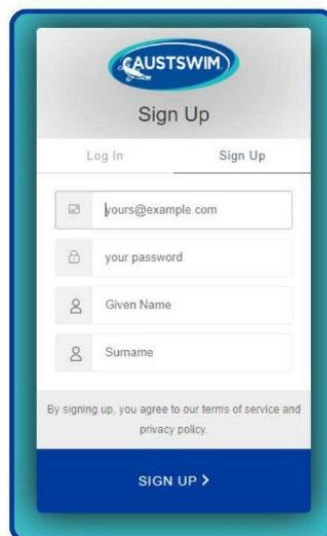
To access your Candidate Portal, the steps you need to follow depend on whether or not you already have an **AUSTSWIM Hub** account:

1. **If you already have an account**, ([Click Here](#)) to log in to your profile.
 - o Then click 'login to aXcelerate Student Portal'.



2. **If you don't have an AUSTSWIM Hub account yet**, ([Click Here](#)) to sign up.
 - o **First and Last Name:** Use exact names registered with your USI (Australian candidates/courses only) (no Nickname or shortened version of your name).
 - o **Email:** For AUSTSWIM's existing candidates, use your email address previously registered with AUSTSWIM. If you're not sure, please contact our customer service team to verify your email on record. (This is to avoid creating duplicate profiles across our systems, leading to missing information when signing into the AUSTSWIM Hub with a new email.)

New candidates are free to enter any email and proceed to sign up.



Once you've signed up and logged in to your profile, you can then access the E-Learning Centre by following the same steps mentioned in step 1.

AUSTSWIM TEACHER OF SWIMMING AND WATER SAFETY

Course Objectives

To teach AUSTSWIM Candidates the skills and knowledge required to start a career as an AUSTSWIM Teacher of Swimming and Water Safety. This course enables an AUSTSWIM Licensed Teacher to teach swimming and water safety skills to students of preschool age and above.

Swimming and Water Safety Teacher Skillset and Units of Competency

The Swimming and Water Safety Teacher skillset, SISSS00132, contains the following units of competency:

- 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



Minimum Age

AUSTSWIM Candidates must be 16 years of age before commencing the course.

Pre-requisites

- A Unique Student Identifier (USI) is a government requirement for all accredited training courses.
- A current HLTAID009 Perform cardiopulmonary resuscitation (or equivalent)
- A current Working with Children Check (as required in each State/Territory)

Swimming Ability

AUSTSWIM Teacher of Swimming and Water Safety Candidates should be:

- Comfortable in deep and shallow water and have a comfortable and relaxed breathing pattern in the water.
- Be able to swim 10 metres to a person in difficulty and tow them at least 10 metres with the person in difficulty's mouth and nose above water, to a point of safety.

Course Outline

Delivery of the course is in a blended format, which contains:

- A two-day face-to-face workshop including theory and practical assessment tasks
- Online theory assessment
- Workplace training after the face-to-face workshop
- Teaching under supervision and
- Submission of a *Candidate Handbook*

Assessments

Assessments are completed:

- at the face-to-face workshop with practical activities
- during workplace training
- while teaching under supervision and,
- In the online theory assessment.

Issuing the AUSTSWIM Licence and Statement of Attainment

Once all assessment tasks have been finished and the *Candidate Handbook* submitted, it will be reviewed by AUSTSWIM. If there is no missing information, and the AUSTSWIM Trainer and Assessor has deemed the submitted work competent, a Statement of Attainment for the Swimming and Water Safety Teacher skillset (SISSS00132) will be issued, together with the AUSTSWIM Teacher of Swimming and Water Safety Licence, valid for three years from the date of issue.

Online Submission of Candidate Handbook

The *Candidate Handbook* will be given to Candidates at the face-to-face workshop. A copy is available to download from your E-Learning Centre. Once the Candidate has completed all the required tasks and all the paperwork has been finalised, the Candidate must submit the *Candidate Handbook* for final assessment to AUSTSWIM. This can be done via the Candidate's AUSTSWIM Hub. ([Click Here](#))

TWO DAY FACE-TO-FACE WORKSHOP

What to bring to the two-day face-to-face workshop

There are a few things you'll need to bring with you:

1. Pen and paper, tablet, laptop
2. Bathers and towels (it's a good idea to bring more than one towel each day as Candidates will be hopping in and out of the water)
3. Swimming cap and goggles (optional)
4. Adequate sun protection
5. Lunch, drinks, snacks.

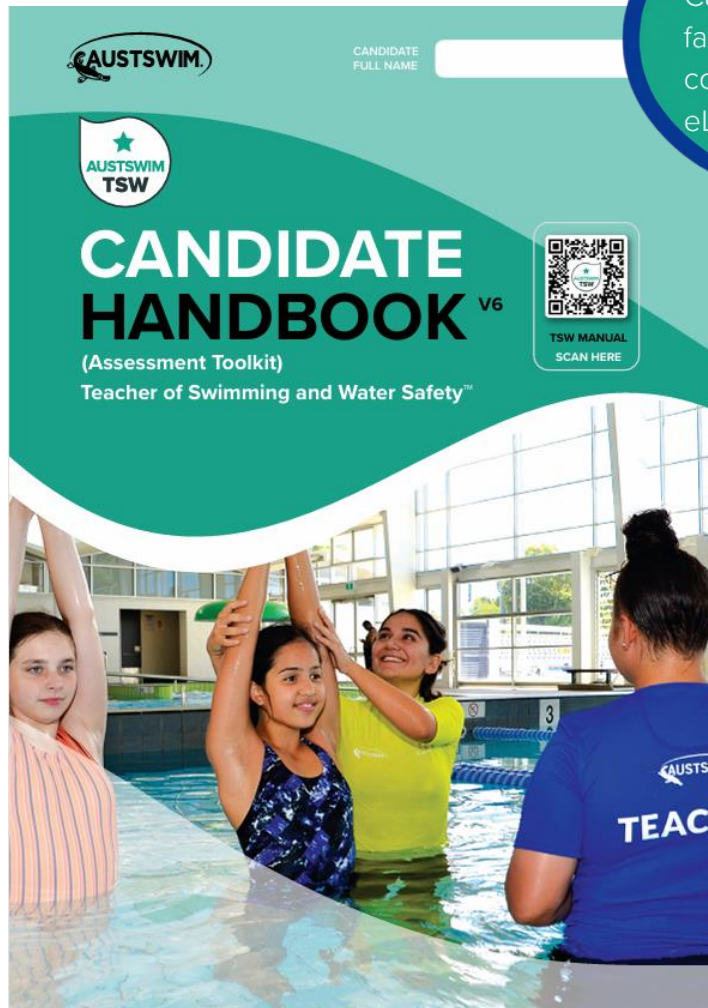
Please note:

If you need to change your workshop date, you need to contact our Industry Support Services Team as soon as possible. Unless you can provide a medical certificate or obtain an exemption, you will be charged an administration fee. For detailed information, see Fees and Refunds in the section below.

What is covered in the two-day face-to-face Workshop

The workshop consists of classroom learning and assessment tasks, together with practical assessment tasks carried out in the pool.

All Candidates will receive a Candidate Handbook at the face-to-face workshop and a copy is also available via the eLearning portal to download.



Swimming and Water Safety Teacher
SISS00132

- Activity Overview
- Announcements
- Resources**
- Assessment Results
- Agreements

Up Next

Teacher of Swimming and Water Saf...
Start Written Assessment

All Activity Resources

Access Resources related just to your activity in general or view a complete list of Resources within your enrolled Units of Competency

Activity Resources **3**
Unit of Competency Resources **0**
Student Resources

- TSW Candidate Handbook (Sep 2025 Edition V6)**
Apr 17, 2026
- TSW Course Textbook**
Apr 17, 2026
- TSW Handbook Guide Video**
Apr 17, 2026

ASSESSMENT TASKS TO BE COMPLETED DURING THE FACE-TO- FACE WORKSHOP

<p>Task 1: Perform water rescues</p>
<p>Reach Rescue Candidates perform a reach rescue in the pool to a person in difficulty.</p>
<p>Throw Rescue Candidates perform a throw rescue in the pool to a person in difficulty.</p>
<p>Non-Contact Tow Candidates complete a 10-metre swim and then complete a non-contact tow, towing the rescued person for at least 10 metres, and remove the person from the water without assistance from another person.</p>
<p>Contact Tow Candidates complete a 10-metre swim and then complete a contact tow, towing the rescued person for at least 10 metres to a point of safety, and remove the person from the water with assistance from one other person.</p>
<p>Task 2: Complete an incident report (theory)</p>
<p>Candidates are required to complete an incident report, based on one of the rescues above, using the template provided in the <i>Candidate Handbook</i>. This must be sighted and signed by the AUSTSWIM Trainer.</p>
<p>Task 3: Develop four (4) 30-minute lesson plans (theory)</p>
<p>Under the guidance of the AUSTSWIM Trainer, Candidates will plan four (4) lesson plans, using the templates provided in the <i>Candidate Handbook</i>. Two plans each for:</p> <ul style="list-style-type: none"> • Teach water familiarisation, buoyancy and mobility skills • Teach water safety and survival skills <p>These must be sighted and signed by the AUSTSWIM Trainer at the course.</p>
<p>Task 4: Teach four (4) 30-minute lessons</p>
<p>Candidates teach four (4) 30-minute lessons to a group of at least 4 Candidates. The Candidates are role played by other Candidates on the course.</p> <p>The AUSTSWIM Trainer will assess the Candidate's teaching competency.</p>
<p>Task 5: Complete four (4) lesson plan evaluation and modifications.</p>
<p>Candidates complete four (4) lesson plan evaluations and modifications used for each of the lesson plans taught using the templates provided in the <i>Candidate Handbook</i>.</p> <p>These must be sighted and signed by the AUSTSWIM Trainer at the course.</p>

ASSESSMENT TASKS TO BE COMPLETED AFTER ATTENDING THE FACE-TO-FACE WORKSHOP

<p>Task 6: Write two (2) 30-minute lesson plans</p> <p>Candidates are required to write two 30-minute lesson plans, using the templates provided in the <i>Candidate Handbook</i>, one each for:</p> <ul style="list-style-type: none"> • Intermediate learners, freestyle/backstroke • Intermediate/advanced learners, breaststroke/butterfly
<p>Task 7: Complete the Workplace Training Logbook</p> <p>Candidates are required to shadow/co-teach with an accredited and experienced Teacher of Swimming and Water Safety and to complete the <i>Workplace Training Logbook</i>, provided in the <i>Candidate Handbook</i>. The supervising Teacher must sign the <i>Workplace Training Logbook</i> for each session that the Candidate has completed, and the final signature is that of the Swim School Coordinator/Manager/Deck Supervisor/Swim School Owner etc.</p>
<p>Task 8: Complete the Workplace Teaching under Supervision Record</p> <p>Candidates are required to teach five (5) 30-minute lessons under the direct supervision of an accredited and experienced Teacher of swimming and water safety. During these lessons, the regular Teacher is in the water. For each lesson, Candidates must complete a lesson evaluation and list two modifications that were made during the lesson, using the templates provided in the <i>Candidate Handbook</i>.</p>
<p>Task 9: Record of Workplace Training and Teaching under Supervision</p> <p>This must be signed by the Swim School Coordinator/Manager/Deck Supervisor/Swim School Owner etc.</p>
<p>Online Theory Assessment</p> <p>Candidates complete an online theory assessment.</p>
<p>Online Teacher Declaration</p> <p>Candidates complete a Teacher Declaration.</p>
<p>Online Teacher Evaluation</p> <p>Candidates complete a course evaluation survey.</p>
<p>Candidate Handbook submission</p> <p>Candidates can upload their complete Candidate Handbook once all online requirements are complete.</p>
<p>Working with Children Check</p> <p>Candidates are required to upload a current Working with Children Check (as required in each State/Territory).</p>
<p>CPR Statement of Attainment</p> <p>Candidates must upload a current Statement of Attainment with the unit of competency HLTAID009 or the most recent or superseded version or equivalent.</p>
<p>Photograph Requirements</p> <p>Candidates must upload a passport-style photograph of themselves and a current copy of a photo ID (driver's licence, passport or school ID card with a photo) for verification purposes.</p>

ADDITIONAL COURSE REQUIREMENTS

CPR

Holding a current CPR (Cardiopulmonary Resuscitation) accreditation is essential to the AUSTSWIM Licence accreditation. All CPR accreditations must be updated every 12 months, as per the Australian Resuscitation Council (ARC) guidelines.

In Australia, the current Unit of Competency for CPR is HLTAID009 (or equivalent). This unit describes the skills and knowledge required to perform cardiopulmonary resuscitation (CPR) in line with the Australian Resuscitation Council (ARC) guidelines. This unit focuses on providing CPR in a range of situations, including community and workplace settings.

WWCC

The Working with Children Check is an important part of AUSTSWIM's screening and safeguarding process to prevent people who pose a risk to the safety, welfare, and well-being of children from being employed or engaged in child-related work.

To attend an AUSTSWIM course, candidates must hold a valid WWCC unless an exemption applies. (In most states, people under the age of 18, are exempt and are not required to hold a WWCC) Any exempt Candidates will need to hold a valid WWCC upon turning 18.

Each state has its own WWCC screening process and procedure. To apply for a WWCC, you must visit the relevant state WWCC website for further information on how to apply.

UNIQUE STUDENT IDENTIFIER

Candidates undertaking nationally recognised training are required to have a Unique Student Identifier (USI). A USI account contains all nationally recognised training records and results from 1st January 2015 onwards.

Once created, each candidate must provide their USI to each training organisation they study with, so training outcomes can be linked, and candidates can:

- View and update personal details
- Provide training organisation/s with permission to view and/or update the USI account.
- Provide training organisation/s access to their transcript/s.
- View online and download training records and results in the form of a transcript

It is free and easy for you to create your own USI online. Follow simple steps by visiting www.usi.gov.au

CANDIDATE SUPPORT AND PROGRESSION

Language, Literacy & Numeracy (LLN)

Our course material contains written documentation for comprehension, short answer responses, and limited numerical calculations.

LLN evaluations are completed as a part of the enrolment process. All applicants are required to complete an LLN quiz as part of the pre-training review process.

The LLN evaluation is aimed at identifying any Candidates who may require extra support to complete their studies. AUSTSWIM Trainers and Assessors will do their best to assist Candidates at the face- to-face workshop.

If a Candidate's needs exceed our skills, we will refer the Candidate to an external support provider, such as their local TAFE, for foundation English skills.

Additional Support

A Candidate who requires extra support with their training and assessment can contact our Industry Support Services Team prior to attending their face-to-face workshop.

Reasonable Adjustment

AUSTSWIM acknowledges and acts within the principle of Equity: in the distribution of resources and opportunities, and understands that some Candidates may require different levels of support to gain their AUSTSWIM accreditation and/or Licence.

AUSTSWIM will provide reasonable adjustments for any Candidate who requires further assistance to ensure their full participation in the course. This may include, but is not limited to:

- Adjusting assessment methods (video assessment for regional Candidates)
- Providing additional support services
- Allowing an additional support person/worker to attend the course alongside the Candidate
- A reasonable extension of assessment deadlines (if sufficient documentation is provided)
- Reasonable adjustment of training requirements due to an insufficient number of AUSTSWIM Licensed Teachers in regional areas.

Wherever possible, AUSTSWIM Trainers and Assessors will make reasonable adjustments to training and assessment processes to ensure that all people are treated equally in the assessment process and that no person is disadvantaged due to a disability, any language and literacy issues, language barriers, cultural issues or any other individual needs related to the assessment.

ACCESS AND EQUITY

AUSTSWIM is committed to ensuring that we offer training opportunities to all people on an equal and fair basis. Equality of opportunity and human dignity are principles that guide our objectives.

Access, Equity and Candidate Support Services

AUSTSWIM aims to provide learning programs and pathways that allow equality of educational opportunity to all individuals through program design, course content, training environments, and all aspects of training and assessment processes.

All Candidates have the right to be treated fairly and to conduct their training in an environment free

from harassment and/or discrimination. They are also offered support in learning, where this has been discussed and agreed to before course commencement.


AUSTSWIM acknowledges and acts within the principle of equity in the distribution of resources and opportunities and understands that some Candidates may require different levels of support to gain their AUSTSWIM accreditation and/or Licence. AUSTSWIM will assist all Candidates in completing their courses. If a Candidate is experiencing any difficulties with their studies, AUSTSWIM recommends that they contact our Industry Support Services Team via email info@austswim.com.au

AUSTSWIM maintains the following business practices to support the principles of access and equity:

- Communicating to all Candidates, the required standards included in policies, procedures and relevant legislation whilst engaged in training programs at AUSTSWIM. This includes information about the complaint resolution and appeals processes.
- Identifying and removing any barriers to access and participation.
- Implementing reasonable adjustments as necessary to ensure that delivery and assessment of training programs meet individual Candidate's needs.
- Ensuring all AUSTSWIM employees interact with all Candidates, clients, and stakeholders in a courteous, professional, and non-discriminatory way.

AUSTSWIM communicates the principles of access and equity to Candidates using the following media:

- Enrolment information
- AUSTSWIM Candidate Information Guide
- AUSTSWIM Code of Conduct ([Click Here](#))
- AUSTSWIM Policy Directory ([Click Here](#))
- AUSTSWIM Access and Equality Policy



Candidates can send all enquiries for support regarding access and equity via email to the Industry Support Services Team: info@austswim.com.au

Harassment and Discrimination

AUSTSWIM is required under Australian law to ensure the place of learning is free from all forms of harassment and discrimination (including victimisation and bullying), so staff and Candidates feel valued, respected and treated fairly.

AUSTSWIM ensures that all staff understand their roles and responsibilities in creating such an environment through a process of training, communication, mentoring, and the principle of 'lead by example'. AUSTSWIM ensures that all staff are aware of the processes and procedures for addressing any form of harassment or discrimination.

Candidates should be aware of the following definitions:

Bullying is unwelcome and offensive behaviour that intimidates, humiliates, and/or undermines a person or group. Bullying involves a persistent pattern of behaviour over a period of time and may include verbal abuse, physical assault, unjustified criticism, sarcasm, insult, spreading false or

malicious rumours about someone, isolating or ignoring a person, putting people under unnecessary pressure with overwork or impossible deadlines, and sabotaging someone's work or their ability to do their job by not providing them with vital information and resources.

Discrimination is treating someone unfairly or unequally simply because they belong to a group or category of people. Equal opportunity laws prohibit discrimination on the grounds of sex, marital status, pregnancy, family responsibility, family status, race, religious beliefs, political conviction, gender history, impairment, age, or sexual orientation. Victimisation is also treated as another ground of discrimination.

Harassment is any unwelcome and uninvited comment or action that results in a person being intimidated, offended, humiliated, or embarrassed. Equal opportunity laws prohibit harassment on the grounds of sex and race.

Racial Harassment - occurs when a person is threatened, abused, insulted, or taunted in relation to their race, descent or nationality, colour, language or ethnic origin, or a racial characteristic. It may include derogatory remarks, innuendo and slur, intolerance, mimicry, or mockery, displays of material prejudicial to a race, racial jokes, allocating the least favourable jobs or singling out for unfair treatment.

Sexual Harassment - is any verbal or physical sexual conduct that is unwelcome and uninvited. It may include kissing, embracing, patting, pinching, touching, leering or gestures, questions about a person's private or sexual life, requests for sexual favours, smutty jokes, phone calls, emails, facsimiles or messages, offensive noises or displays of sexually graphic or suggestive material.

Reporting Discrimination and Harassment

All existing and prospective Candidates in training and other stakeholders of AUSTSWIM have the right to object to discrimination in any form and to complain when it takes place. For more information on lodging a complaint, refer to the AUSTSWIM Complaints and Appeals Policy on the AUSTSWIM website. ([Click Here](#))

TRAINING AND ASSESSMENT

Quality Training Guarantee

AUSTSWIM will ensure that all training services provided are of the highest quality possible and are reflective of current industry trends and expectations. AUSTSWIM is committed to providing excellence in training and education by ensuring that:

- a) Training is delivered by qualified trainers and assessors who have extensive industry experience in delivering courses and assessing Candidates.
- b) All courses are developed in consultation with industry experts.
- c) All courses are developed in line with compliance with the Standards for Registered Training Organisations (RTOs) 2015.
- d) Any feedback collected about training products and services is systematically collated, analysed, and used to improve the quality of training and education services provided.

- e) The individual learning and support needs of all Candidates are identified upon entry into a course.
- f) Each training product is validated on a regular basis, considering the relative risks of all of the training products on AUSTSWIM's scope of registration, including those risks identified by ASQA - www.asqa.gov.au
- g) All classes are delivered according to a documented session plan and supporting materials, which have been reviewed and approved by the AUSTSWIM Quality team.
- h) The delivery strategy is appropriate for the Candidate, and additional support is supplied as required.
- i) The assessment used complies with the requirements of the relevant training package, and the assessments used are in accordance with the Principles of Assessment and the Rules of Evidence, as outlined in the 'Standards for Registered Training Organisations' (RTOs) 2015.
- j) The training and assessment strategies used by AUSTSWIM comply with the Australian Qualifications Framework (AQF) guidelines for the volumes of learning.

AUSTSWIM's training and assessment strategies meet the requirements of the relevant legislation and training packages and allow each Candidate the opportunity to meet the units of competency required for the course in which they are enrolled.

ASSESSMENT SUBMISSION

AUSTSWIM informs Candidates of the context and purpose of the assessment and the assessment process they are undertaking.

Candidates are required to submit all written assessments within 12 months from the date of enrolment.

An assessment is not accepted if the following information is incorrect or missing:

- Candidate's full name.
- Candidate signature and date.
- If any part of the assessment has not been completed.

Candidates are recommended to keep a copy of their completed *Candidate Handbook* after submitting.

All assessment tasks are marked as **Satisfactory** or **Not Satisfactory**. The result for a Unit of Competency is marked as **Competent** or **Not Yet Competent** upon completion of all tasks.

Competent: A Candidate is deemed 'Competent' in a Unit of Competency only when all the required number of assessments are successfully marked satisfactory on or before the due date.

Not Yet Competent: A Candidate is deemed 'Not Yet Competent' in a Unit of Competency when they did not satisfactorily complete all assessment requirements.

Withdrawn: A Candidate is considered 'Withdrawn' from a Unit of Competency when they did not attempt all assessments as required.

Assessment Re-submission (missing information)

A Candidate is given **three (3)** attempts to resubmit each assessment per unit of competency. If a Candidate's work is *Not Satisfactory*, they must resubmit their assessment task for that unit.

Re-assessment will focus specifically on the elements/activities/tasks previously deemed *Not Satisfactory*.

Course Feedback

AUSTSWIM encourages feedback to improve its training and business practices. You may be asked several times, at any stage during your training, to complete various surveys. The survey information is collated and evaluated as part of AUSTSWIM's Quality Assurance and Continuous Improvement activities.



As a Registered Training Organisation (RTO), AUSTSWIM is also required to ask Candidates to participate in the National Candidate Outcomes Survey conducted by the National Centre for Vocational Education and Research (NCVER). This survey, called the "Evaluation Survey", is located in the AUSTSWIM online learning portal.

NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Commonwealth authorities, state and territory governments that deal with matters relating to VET.

COURSE COMPLETION - ISSUING AQF CERTIFICATION DOCUMENTS

AUSTSWIM issues AQF certification documentation only to a Candidate who has been assessed as meeting all the requirements of the training product as specified in the relevant training package or VET-accredited course.

Certification documentation is issued to Candidates within 30 calendar days of the Candidate being assessed and deemed competent and providing all agreed fees have been paid.

Candidates can access their Online Certificates at any time by logging into the AUSTSWIM Hub.

[\(Click Here\)](#)

The official AQF logo signifying that a Statement of Attainment (SOA) was issued for Nationally Recognised Training is as depicted on the right:

AUSTSWIM LICENCE

All Candidates who complete an AUSTSWIM Teacher of Swimming and Water Safety course are issued an AUSTSWIM Teacher Licence. A Licence is valid for three (3) years from the date of issue.

Holding a current and valid AUSTSWIM Licence enables you to teach swimming classes under a fully comprehensive insurance policy.

The AUSTSWIM Licence must be renewed every three (3) years to ensure currency and

competency within the field. AUSTSWIM Teachers are not covered by insurance or current after the three (3) year expiry date. They can only be current by completing a renewal application; for more detailed information, refer to the AUSTSWIM website. ([Click Here](#))

RECOGNITION OF PRIOR LEARNING (RPL)

AUSTSWIM recognises that participants will have acquired vocational skills from a variety of different sources other than formal training.

Recognition of Prior Learning (RPL) means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the nominated VET accredited course.

- Formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or Statement of Attainment
- Non-formal learning refers to learning that takes place through a structured program of instruction but does not lead to the attainment of an AQF qualification or statement of attainment;
- Informal learning refers to learning that results from the experience of work-related activities.

The assessor must be assured that the assessment evidence submitted demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

RPL Process

- Initial interview with AUSTSWIM Assessor to discuss eligibility and RPL process - Cost \$100
- Candidates will then be asked to complete the RPL Kit and submit evidence for the course in which they want to seek recognition - Cost \$250
- The AUSTSWIM Assessor will review the application and advise the Candidate of the outcome. Please note that based on the evidence submitted, the assessor will determine whether the Candidate is granted RPL for all or only some individual units of competency. If a Candidate is not granted RPL for all units, then further training and assessment will be required.

To apply for RPL, please contact our Industry Support Team via email at credittransfer@austswim.com.au

CREDIT TRANSFER (CT)

Credit Transfer is where you submit evidence that you have successfully completed previous formal training and that you currently hold a unit of competency that has **the same unit code/s and title**.

You will need to do this before you start training, and you must let our Industry Support Team know that you wish to apply.

Please provide original documents as evidence:

- Certificate with Statement of Results
-

- Statement of Attainment with unit results
- Official transcript from the Registrar of the USI

To apply for Credit Transfer (CT) please contact our Industry Support Team before you start training.

CANDIDATE CODE OF CONDUCT

The purpose of this Code of Conduct is to outline how AUSTSWIM Candidates are expected to conduct themselves during their training. The Code of Conduct outlines Candidates' rights and responsibilities regarding their participation in AUSTSWIM's training and education programs.

All Candidates have the right to:

- Be treated fairly and with respect by all Candidates and staff.
- Not be harassed, victimised or discriminated against on any basis.
- Learn in a supportive environment which is free from harassment, discrimination and victimisation.
- Learn in a healthy and safe environment where the risks to personal health and safety are managed and minimised.
- Receive training and assessment that is in accordance with the requirements of the accredited course and endorsed Training Package.
- Be issued with a Statement of Attainment when a program of study has been successfully completed.
- Have their complaints dealt with fairly, promptly, confidentially, and without retribution.
- Make appeals about procedural and assessment decisions.
- Be given clear and accurate information about their course, training, and assessment arrangements and their progress.
- Provide feedback to AUSTSWIM on Candidate services, training, assessment, and support services they receive.

All Candidates, throughout their training and involvement with AUSTSWIM, have the responsibility and are expected to:

- Treat all others and their property with respect.
- Respect the opinions and backgrounds of others.
- Not harass, victimise, discriminate against or disrupt others.
- Follow all safety policies and procedures as directed by staff.
- Report any perceived safety risks as they become known.
- Respect facilities and resources and follow relevant policies and procedures.
- Notify AUSTSWIM Support Team as soon as possible and in writing if any of their personal or contact details change.
- Refrain from using mobile phones or other technology devices when advised by the trainer during class and/or during assessment activities.
- Complete all assessment tasks, learning activities and assignments honestly and without plagiarism and cheating.

- Refrain from smoking at training venues and on the premises of AUSTSWIM.
- Work with honesty and integrity.
- Treat all staff members with respect.
- Value the diversity of Candidates and staff.
- Provide up-to-date, accurate, and timely Candidate information when required.

MISCONDUCT AND PLAGIARISM

AUSTSWIM will ensure each incident of alleged misconduct will be dealt with on its merits, in consideration of all circumstances surrounding the incident, and in accordance with its policy. The outcomes of the Candidate's work will not be finalised until after the incident of alleged misconduct has been properly investigated and any appeal process has concluded. Any misconduct investigation will be undertaken by AUSTSWIM and escalated to the Head of Quality and Education as required.

All Candidates engaging in a training program with AUSTSWIM have the right to learn in an environment that is safe, harmonious, tolerant, and productive.

Terms and Definitions

Misconduct: any action, conduct or behaviour by a participant in an RTO training program that constitutes:

- Representing the work of another person as their own work
- Misrepresenting, falsifying or fabricating results or information used for enrolment or assessment
- Harassing, bullying, threatening, discriminating or intimidating another individual, and causing that individual to feel physically, psychologically or emotionally unsafe or unwell
- Misusing, stealing, causing damage or loss of any information or property of AUSTSWIM or any other person or associated organisation, or fellow participant
- Breaching in any way AUSTSWIM's policies or procedures as outlined in its Code of Conduct and this Candidate Information Guide
- A failure to comply with the law
- Disobeying or disregarding any order, direction or condition made by AUSTSWIM personnel or its representatives.

Plagiarism: using and claiming as one's own, the work, words, or ideas of others without proper acknowledgment, falsifying or misrepresenting the signature or name of others.

Consequences of Misconduct

The consequences of misconduct will vary and are dependent upon a range of circumstances.

Examples include, but are not limited to:

- Informal notice by a trainer or other staff member of the need to comply with the required standards of behaviour.
- Formal written warning.
- Request to provide a show of cause as to why they should be allowed to continue in the course.
- Suspension of an enrolment when no response is received from the Candidate by a given time frame.

- Suspension of an enrolment until the misconduct is resolved.
- Cancellation of an enrolment if a Candidate has been proved to have acted in misconduct

If the AUSTSWIM Trainer is unhappy or dissatisfied with the behaviour or performance of a Candidate, the AUSTSWIM Trainer has the authority to:

- Warn the Candidate that their behaviour is unsuitable; or
- Ask the Candidate to leave the class or immediately cancel the class.

ATTENDANCE AND PUNCTUALITY

All Candidates are required to attend the two-day face-to-face workshop. The AUSTSWIM Trainer will mark the attendance record for each class. If any Candidate leaves a class early or arrives late, this will also be recorded on the attendance record. The attendance record also allows AUSTSWIM to ensure that Candidates are safe in the case of an emergency.

If a Candidate is more than 30 minutes late for the training workshop, the AUSTSWIM Trainer has the right to refuse entry to the classroom. This may result in the Candidate failing to progress with their training. Entry to the workshop will be influenced by:

- A risk assessment of any assessment activities being undertaken at that time.
- The potential for disruption to other Candidates.

If Candidates are unable to attend class due to illness, notification must be given to AUSTSWIM prior to the commencement of the session on the day. A medical certificate may be required as evidence.

FEEs, REFUNDS AND WITHDRAWAL

All fees that are to be charged to a Candidate and terms of a refund are documented on the AUSTSWIM website, as well as the Individual Statement of Fees and/ or invoice issued to Candidates prior to course commencement.

Fee information includes:

- All fees payable to AUSTSWIM, clearly describing all costs involved with the course
- How and when fees must be paid
- How to request a refund
- The conditions under which a refund would be provided

FEEs AND CHARGES FOR GOVERNMENT-FUNDED CANDIDATES

Some courses offered by AUSTSWIM may be subsidised by various State or National Government Funding initiatives. There are specific eligibility requirements that determine if Candidates can access these subsidies. Information on each current initiative/s can be found on the AUSTSWIM website.

[\(Click Here\)](#)

COURSE FEE INCLUSIONS

Course fees include (tuition fees/ material fees):

- One copy of the Teacher of Swimming and Water Safety Manual (soft copy) and learning materials for each Candidate
- Issuance of online certification documents, including a Statement of Attainment.

Course fees do not include:

- Uniform (if required for industry training)
- Re-issuance of AQF certification documents
- Credit card payment surcharges (if applicable)

Refund Process

To receive a refund of course fees, all Candidates must complete the AUSTSWIM Cancellation Form found on the AUSTSWIM website ([Click Here](#))

- All refund requests will be reviewed and approved by the AUSTSWIM Industry Support Services Team.
- All refunds will be processed within **14 days** of receiving a cancellation request.
- Refunds will be issued to the original payment method unless otherwise requested by the Candidate.
- Funds will be returned to the original payment method within five to ten (5-10) business days of approving a valid refund request.

Refunds Due to Non-Provision of Services

Course fees are refunded to Candidates in full if AUSTSWIM is unable to commence the course as agreed due to a lack of minimum Candidate numbers or unforeseen circumstances.

If AUSTSWIM is unable to commence the course for which the original enrolment and payment has been made, a full refund or alternative placement in a course will be made as per the Candidate's preference.

Refunds Due to Candidate Cancellation Request / Hardship Application

Candidates experiencing extenuating circumstances preventing them from attending scheduled course dates must contact the Industry Support Team via email at info@austswim.com.au

WORKSHOP TRANSFER

AUSTSWIM recognises that sometimes circumstances can change, affecting a candidate's capacity to complete their Workshop on the chosen date. In these instances, candidates may request to transfer their workshop date by submitting a completed AUSTSWIM Workshop Transfer Form. ([Click here](#)) This transfer policy has been implemented due to the costs associated with venue hire, trainer resourcing, and other operational logistics that AUSTSWIM incurs based on the assumption that the candidate will attend the course.

Workshop Transfer Deadline: For transfers made before 5 pm AEST on the Tuesday before Day One (1) of your course, an administration fee of \$70.25 plus any applicable credit card surcharges will be incurred.

Transfers Requested after the Deadline: Transfer requests received after 5 pm AEST on Tuesday before Day One (1) of the course workshop will not be eligible for a refund.

Extenuating Circumstances: At AUSTSWIM's sole discretion, if extenuating circumstances are validated by official documentation (e.g., medical certificate, police report, accident report, statutory declaration), AUSTSWIM may elect to re-enrol you in an alternate course. All re-enrolments incur an administration fee of \$93.65 plus any applicable credit card surcharges to cover re-enrolment costs.

COURSE CANCELLATION

AUSTSWIM recognises that sometimes circumstances can reduce a Candidate's capacity to complete their chosen course. In this instance, the Candidate may request to cancel their enrolment. Candidates may do so by submitting a completed AUSTSWIM Course Cancellation Form. ([Click Here](#))

This cancellation policy has been implemented due to the costs associated with venue hire, trainer resourcing, and other operational logistics that AUSTSWIM incurs based on the assumption that the candidate will attend the course.

Cancellation Deadline: For cancellations made before 5 pm AEST on the Tuesday before Day One (1) of your course incur an administration fee of \$93.65 plus any applicable credit card surcharges.

Cancellation Requests after the Deadline: Cancellation requests received after 5 pm AEST on the Tuesday before Day One (1) of the course will not be eligible for a refund.

No-Show Policy: Any Candidate who does not attend their set course without prior notice will **NOT** be eligible for a refund, AUSTSWIM will **automatically withdraw** that candidate's enrolment. If the candidate wishes to complete a course, they will need to re-enrol via the website.

* The 'No-Show' Policy does not apply to a Candidate who is experiencing extenuating circumstances **and** can provide AUSTSWIM with sufficient documentation to support their claim. These Candidates must submit their documentation and request via email at: info@austswim.com.au

Where competencies have been achieved in a previous enrolment, results achieved will be recognised where applicable under the training package requirements at the time of re-enrolment. Any no-show candidate able to provide sufficient documentation will be charged a transfer fee of \$93.65 plus any applicable credit card surcharges to either continue to cancel their enrolment or attend an alternative course.

Extenuating Circumstances

At AUSTSWIM's sole discretion, if extenuating circumstances are validated by official documentation (e.g., medical certificate, police report, accident report, statutory declaration), AUSTSWIM may elect to re-enrol you in an alternate course. All re-enrolments incur an administration fee of \$93.65 plus any applicable credit card surcharges to cover re-enrolment costs.

- The Candidate has not submitted the assessment by the due date or requested an extension to continue the course.
- The Candidate has not attended compulsory workshops or met the minimum required amount of attendance for face-to-face delivery of the course.
- Where AUSTSWIM has made several attempts to contact Candidates, using contact details provided at the time of enrolment or otherwise updated through AUSTSWIM's Candidate management system, to seek withdrawal advice from a Candidate or their employer, and the Candidate has failed to respond.
- In such circumstances, course fees and other charges may not be refunded.

When an AUSTSWIM-initiated withdrawal occurs, the Candidate will be advised via email and will be sent a Statement of Attainment with units achieved to date.

Withdrawal Process

1. All Candidates requesting to withdraw from their course are to complete the AUSTSWIM Course Cancellation Form. ([Click Here](#))
2. Once the withdrawal has been processed in AUSTSWIM's Candidate Management System, a statement of attainment for any competencies achieved will be posted. The statement cannot be provided until all outstanding fees have been paid as per the AUSTSWIM Statement of Fees or payment schedule.
3. Upon receipt of the withdrawal from the training request, AUSTSWIM will process requests and follow the refund procedure in accordance with its policies and procedures.

COMPLAINTS AND APPEALS

AUSTSWIM recognises the importance of complaints to the organisation and regards them as an opportunity to learn, correct and improve our service. The purpose of this policy is to outline AUSTSWIM's approach to managing dissatisfaction and complaints of clients, staff, and other members of the community. It provides a transparent approach for complaints to be addressed in a fair, efficient, and confidential manner.

Complaints can be lodged via the AUSTSWIM Complaints and Appeals Form. ([Click Here](#))

AUSTSWIM is committed to ensuring that the Candidate's complaints are taken seriously and treated fairly and that the rights of the person making the complaint are protected. The same commitment is made in relation to staff who receive complaints or who may be the subject of a complaint.

AUSTSWIM will ensure:

- Complaints and appeals procedures and processes are easily accessible and understandable.
- Timely and fair consideration of all complaints and appeals with a view to facilitating fair solutions.
- All complaints and appeals are treated seriously, investigated thoroughly, and dealt with according to the merit of the complaint or issue.
- Clear communication with complainants and appellants about the status of an investigation.
- Complainants and appellants are promptly informed of decisions and reasons for decisions.

the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

Making a Formal Complaint or Appeal

AUSTSWIM responds to all allegations involving the conduct of:

- The RTO, its trainers or staff.
- Any Candidate.

Complaints may be made in relation to any of AUSTSWIM's services and activities, such as:

- Program/Course advice/ marketing information and promotional activity
- The application and enrolment process/ suspension, and/or cancellation of enrolment
- Fees and charges/ Customer Service and Administration
- The quality of training and assessment provided/ training and assessment matters, including Candidate progress, Candidate support, learning resources, and assessment requirements
- Trainer conduct
- Personal safety
- Issue of results, certificates, statements of attainment, and accreditations
- Privacy and confidentiality
- Equity and access, discrimination, harassment, and bullying

Appeals should be made to request that a decision made by AUSTSWIM is reviewed. Decisions may have been about:

- Course enrolments
- Assessment outcomes/results
- Other general decisions made by AUSTSWIM.

Complaints and appeals should be made in writing using the AUSTSWIM Complaints and Appeals form. ([Click Here](#))

AUSTSWIM is committed to developing a procedurally fair complaints and appeals process that is carried out free from bias, following the principles of natural justice. Through this policy and procedure, AUSTSWIM ensures that complaints and appeals:

- Are responded to promptly, objectively, with sensitivity and confidentiality.
- Are able to be made at no cost to the individual.
- Are used as an opportunity to identify potential causes of the complaint or appeal and take actions to prevent the issues from recurring, as well as identify any areas for improvement.

AUSTSWIM will maintain a record of all complaints and appeals and their outcomes on the Complaints and Appeals Register, which will be securely stored according to the Privacy Policy and Procedures.

Where a Candidate chooses to access this policy and procedure, AUSTSWIM will maintain the Candidate's enrolment while the complaints/appeals process is ongoing.

Complaints and appeals will be finalised as soon as practicable or at least within 30 calendar days

unless there is a significant reason for the matter to take longer.

Complaints about a particular incident should be made within 60 calendar days of the incident occurring, and appeals must be made within 30 days of the Candidate being advised of the original assessment decision.

Complaints and appeals should be made in writing using the AUSTSWIM Complaints and Appeals Form. ([Click Here](#))

When making a complaint or appeal, provide as much information as possible to enable AUSTSWIM to investigate and determine an appropriate solution. This should include:

- The issue you are complaining about or the decision you are appealing - describe what happened and how it affected you.
- Any evidence you have to support your complaint or appeal.
- Details about the steps you have already taken to resolve the issue.
- Suggestions about how the matter might be resolved.

Complaints and appeals will be acknowledged in writing via website, email or post. Acknowledgment should be received within ten (10) business days of lodgement.

PRIVACY AND CONFIDENTIALITY

AUSTSWIM acknowledges and is committed to protecting your privacy in accordance with the *Information Privacy Act 2000 (Vic)*, Commonwealth's *Privacy Act 1988* and the Australian Privacy Principles set out in the Act.

Collection and Use of Personal Information

The personal information you provide on your Enrolment Form will be collected by AUSTSWIM for general Candidate administration, including enrolments and course waiting lists, planning and communication, monitoring and evaluation.

Disclosure of Personal Information

Your personal information will not be released, sold, or given to other entities or used for marketing purposes without your prior consent, unless such disclosure is required or authorised by or under an Australian law or court order.

Certain encrypted details and statistical information from Candidate enrolment forms are sent to the State and Federal funding bodies that support us. However, your name and personal details, which may identify you, will not be provided without your prior consent. AUSTSWIM does not sell or give away Candidate lists.

Security

AUSTSWIM will take reasonable steps to ensure your personal information is kept confidential and held in a secure area and will be disposed of securely when no longer needed. All reasonable precautions will be taken to ensure your personal information is accessed only by relevant staff members.

Access and Modification

AUSTSWIM will take reasonable steps to keep your personal information accurate, complete, and up to date. If your personal information needs to be updated or modified, or you would like to have access to the personal information AUSTSWIM holds, please contact AUSTSWIM by emailing us at info@austswim.com.au

AUSTSWIM staff cannot disclose or discuss any information concerning the affairs of any clients to anyone other than the Candidate or a recognised professional without the Candidate's written consent.

Any information and personal records that are retained by AUSTSWIM shall always be held in a secure location with restricted access to ensure confidentiality and privacy.

In accordance with privacy requirements, AUSTSWIM will not use any photos, testimonials, or other images of anyone associated with AUSTSWIM without consent. Before any images or testimonials can be used, AUSTSWIM will obtain consent through the appropriate consent form.

Staff should only access information that they are required to perform their duties as outlined in their position descriptions. The unauthorised access and misuse of private information held by AUSTSWIM on Candidates and staff is a serious breach of privacy and confidentiality, and disciplinary action will be taken.

CANDIDATE TRAINING RECORDS

We are committed to maintaining and safeguarding the accuracy, integrity, and currency of your records without jeopardising the confidentiality of the records or your privacy.

Individual Candidate records will be stored in our computer system and in our locked, secure office area. It is the responsibility of our administration staff to maintain these records accurately. Access to our office area is restricted to authorised staff only.

Passwords protect our electronic records. We further protect our records by maintaining up-to-date virus, firewall, and spyware protection software. Our software and hardcopy systems store Candidate results and copies of the Statement of Attainment for no less than 30 years. If we cease to operate as an RTO, we will transfer all records to ASQA in the appropriate format and details as specified by ASQA at the time of ceasing our RTO operations.

Access to individual Candidate training records will be limited to:

- Trainers and Assessors to access and update the records of the participants with whom they are working.
- AUSTSWIM staff as required to ensure the smooth and efficient operation of the business.
- Officers from ASQA or their representatives for activities required under the Standards for Registered Training Organisations (2015).
- Auditors from State Government funding bodies.

GLOSSARY

ARC	Australian Resuscitation Council
RTO	Registered Training Organisation
ASQA	Australian Skills Quality Authority
RPL	Recognition of Prior Learning
AQF	Australian Qualifications Framework
VET	Vocational Education and Training
ISO	International Organisation for Standardisation
SOA	Statement of Attainment
LLN	Language Literacy and Numeracy
WWCC	Working With Children Check
TSW	Teacher of Swimming and Water Safety
CPR	Cardiopulmonary Resuscitation
USI	Unique Student Identifier



 1300 885 666  austswim.com.au