

**UKCC Level 1**

**Candidate Registration Form**

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| **Section 1. Course Information** | | | | | | | | | | | | | | | | | |
| **Discipline** *(please tick)* | **Teaching Aquatics** | | | | | | |  | **Course Code** | | | | 016SEP002 | | | | |
| **Coaching Swimming** | | | | | | | X | **Course Dates** | | | | 9-11th Sept and 30-2nd Oct 2016 | | | | |
| **Coaching Diving** | | | | | | |  | **Course Venue** | | | | Arbroath | | | | |
| **Coaching Water Polo** | | | | | | |  | **Course Tutor** | | | | Hilary Stewart | | | | |
| **Coaching Synchronised Swimming** | | | | | | |  | **Course Organiser** | | | | Lisa Houston | | | | |
| **Are you applying for Bursary?** Please tick | | | | | | | |  | **Yes** – Please complete section 3 | | | | | | | | |
|  | **No** | | | | | | | | |
| **Section 2. Candidate Information** Please ensure this section is completed in block capitals to avoid certification errors. There will be a charge for any certification changes/ re-issues. **\*\*required for certification** | | | | | | | | | | | | | | | | | |
| **First Name(s)**  to appear on certificate | |  | | | | | | | | **Surname** | | |  | | | | |
| **DOB**  **\*\*** | |  | | | | | **Gender** | | |  | | | **SASA Mship No.** | | |  | |
| **Address**  **Post Code** | |  | | | | | | | | | | | | | | | |
| **Previous Address**  (please complete where applicable) | | | | | |  | | | | | | | | | | | |
| **Email Address \*\*** | |  | | | | | | | | | | **Tel No.** | |  | | | |
| **Special Provisions:** | | |  | | | | | | | | | | | | | | |
| **SCN (9 digits)** **\*\*** | | | | | |  | | | | | | | | | | | |
| **SCN Numbers have been allocated by the SQA since 1979, if you think that you have a number your SCN details can be generated by calling the SQA helpdesk on 0345 279 1000** | | | | | | | | | | | | | | | | | |
| **Section 3. Bursary Information**  **CONFIRMATION OF UNIT 2 ASSESSMENTS MUST BE RECEIVED BEFORE BURSARY APPLICATION WILL BE PROCESSED – BURSARY PAYMENT FORMS MUST BE RECEIVED WITHIN 3 MONTHS OF THE COURSE START DATE** | | | | | | | | | | | | | | | | | |
| Amount of Bursary Applied for | | | | |  | | | | | | Payment Method | | | | **BACS** | | |
| **Bank Details** Required for payment to be processed | | | | | | | | | | | | | | | | | |
| Account No. | | | |  | | | | | | | Sort Code | | | |  | | |
| Name of Account holder | | | |  | | | | | | | | | | | | | |
| **If you would like confirmation of payment to be sent please complete contact name and details below.** | | | | | | | | | | | | | | | | | |
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| **PLEASE CONTINUE FORM OVERLEAF** | | | | | | | | | | | | | | | | | |
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| **Scottish Swimming use only** | | | | | | | | | | | | | | | | | |
| Unit 6 assessed | | | | |  | | | | | | 90% attendance achieved | | | |  | | |
| SASA Member | | | | |  | | | | | | Amount Awarded | | | |  | | |
| Nominal Code | | | | | **7104** | | | | | | Description | | | | UKCC L1 Bursary | | |
| Authorised by | | | | |  | | | | | | Date to Finance | | | |  | | |
| Finance Process Date | | | | |  | | | | | | Finance Ref No. | | | |  | |  |

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| **Section 4. Declaration please sign in space provided** | | | |
| **Candidate Declaration** | | | |
| * I confirm that the evidence which will be submitted by me is wholly my own work. * I confirm that I have attached a signed code of conduct and code of Ethics and confirm that I have read, understood and will abide by this policy. * I confirm then I have been made aware of the reassessment policy and that this can be found in the document Policies and Operations Manual for Scottish Swimming Courses. * I give permission for my personal details to be forwarded by the centre to SQA for registration and data entry purposes and I understand that the centre may receive or open correspondence from SQA on my behalf. * I confirm that I have been made aware of Scottish Swimming’s policies on Equal Opportunities, Reasonable Adjustments, Appeals, Equity, Data Protection, Child Protection, Complaints, Code of Ethics and Malpractice. * I have made the course organiser and tutor aware of any reasonable adjustments required in relation to assessment and examinations and have provided evidence of my needs. | | | |
| **Scottish Swimming Child Protection and Code of Ethics declaration** | | | |
| I acknowledge that I am aware of, have read and agreed to abide by the Scottish Swimming Child protection procedures and the current version of the Code of Ethics. In particular I understand that any contravention by me if any of the provisions of these Procedures and code may give rise to a complaint being made against me under the SASA Judicial Laws and;/or may give rise to the suspension or withdrawal of any certificate that I may have been awarded by or via the training provider. | | | |
| **Teacher and Coach Code of Conduct** | | | |
| **A responsible sports coach or teacher helps the development of individuals through improving their performance. This is achieved by:**   * Identifying and meeting the needs of individuals * Improving Performance through a progressive programme of safe, guided practice measured performance and/ or competition * Creating an environment in which individuals are motivated to maintain participation and improve performance.   **Teachers and Coaches should comply with the principles of good ethical practice listed below. A teacher or coach must at all times:**   * Abide by the Scottish Swimming and Club Child Protection policies and procedures * Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport. * Place the well0being and safety of the performer above the development of performance. Coaches and teachers should follow all guidelines laid down by the sport’s governing body and hold appropriate insurance cover. * Develop and appropriate working relationship with performers (especially children), based on mutual trust and respect. Coaches and teachers must not exert undue influence to obtain personal benefit or reward. In particular, coaches and teachers must not use their position to establish or pursue a sexual or improper relationship with an athlete or someone close to them. * Encourage and guide performers to accept responsibility for their own behaviour and performance. * Hold relevant, recommended, up to date and nationally recognised governing body coaching or teaching qualifications. * Ensure that activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual. * Clarify, at the outset, with performers (and where appropriate with their parents) exactly what is expected of them and what performers are entitled to expect from their coach and teacher. A contract may sometimes be appropriate. * Co-operate fully with other specialists (e.g. other coaches, teachers, officials, sport scientists, doctors, and physiotherapists) in the best interests of the performer. * Always promote the positive aspects of their sport (e.g. fair play) and never condone rule violations or the use of prohibited substances. * Consistently display high standards of behaviour and appearance   **DECLARATION: I agree to abide by the above principles and understand that any breaches of the code will be dealt with in accordance with SASA judicial laws. I understand that a breach may result in removal of my licence.**  **By signing below you are agreeing to the above Declarations, Scottish Swimming Child Protection, Code of Ethics and the Teacher/Coach Code of Conduct.** | | | |
| **Print Name:** |  | **Date:** |  |
| **Signed :** |  |  |  |