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## Course Organisers Information

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### General Examination Regulations

1. The Course Organiser must ensure that all candidates complete a Candidate Application Form. It is an obligation on Course Organisers and tutors to avoid the possibility of fraud by candidate impersonation; they must ensure that the identity of the candidates is properly checked. To achieve this all STA Candidate Application Forms will need to be counter signed by the Course Organiser or tutor against the following statement:  
"I confirm that:  
a) the above named candidate is known to me personally, or  
b) I have seen evidence of the candidate's identity (i.e. passport or other photographic means of identity)."
2. All candidates must be in possession of the appropriate STA training manual; the Portfolio section must be properly completed.
3. On completion of the examination the candidate will be notified in writing of the results. The Examiners are not obliged to divulge any details at the time of examinations.
4. Candidates who fail to achieve the required standard for a pass in ONE or more section may apply to be re-examined in the failed section or sections without the necessity of attending another course. In this event the examination must be taken within 6 months of being notified of the failure (6 weeks for NaRS qualifications).
5. Applications for re-examination, either for a single section or for the complete examination, should be made to the STA who will inform them of future examination dates. The applicant must then apply to that Course Organiser as in regulation 1 or arrange a separate re-examination through their original Course Organiser or Tutor.
6. If a candidate fails to pass a re-examination they will not be permitted to re-sit the examination without attending another course of instruction leading to the certificate in question.
7. Any candidate, who completes the course of instruction and, for medical reasons, cannot attend the arranged Practical venue or Theory venue or the whole course examination, must produce satisfactory proof. Subject to the STA being satisfied with the evidence, arrangements will be made to sit the appropriate examination(s).
8. When a candidate, having commenced a Practical or Theory Examination, cannot for any reason continue, the Candidate will be deemed to have failed that examination.
9. Where a candidate needs special provision for a theory or practical examination, this must be pre-arranged with the STA. For a written theory examination, the STA can arrange for:
  - a) Large typeface examination papers
  - b) Dictating machine and/or questions read by an invigilator
  - c) Examination time extensionWhere a physical disability prevents a candidate from undertaking a rescue test, this is not a bar to them becoming a swimming teacher but the certificates will be endorsed to be only effective when full lifeguarding facilities are in place.
10. Tutors are required to retain the following course records for a period of three years from the course start date:
  - a) Course Registration Form (CREGG)
  - b) Assessment outcomes

Examiners are required to retain the following course records for a period of three years from the course examination date:

- a) Copy of Candidates Examination Sheet (triplicate pack)
11. If a tutor suspects malpractice by a candidate they must be reported to the STA who will investigate the allegation. The result of the investigation will be notified in writing to the tutor and to the candidate. All malpractices must be reported to the STA; failure to do so will result in disciplinary action being taken against the tutor.

### Course Registration Procedures

The following procedures apply to the registration of all Courses;

1. STA training courses can only be organised by STA approved Course Organisers. A **Course Organiser Application Form** is available from the STA or can be downloaded from [www.sta.co.uk](http://www.sta.co.uk).
2. All Courses must be notified to the Registration Department at least 28 days before a Course is due to start. The details must be submitted on a **Course Application Form "CAPP"**. There are 3 different **CAPP Forms** for courses, re-takes and seminars; all sections of the **CAPP Form** are to be completed; **any subsequent alterations to the information provided must be notified to the Registration Department in writing immediately**. A **Course Timetable** must also be supplied. Contact the STA for a **CAPP Form** and **Course Timetable Form** or download one from [www.sta.co.uk](http://www.sta.co.uk).
3. Within 7 days of receipt by the Registration Department of a **CAPP Form** acknowledgement and confirmation will be sent to the Course Organiser. This should be carefully checked and any discrepancies should be reported to the STA immediately.
4. At least 14 days before the course start date a **"PRE-COURSE PACK"** will be sent to the Course Organiser. This will contain: -
  - a) Sufficient **Candidate Application Forms** for the projected number of candidates as declared on the **CAPP**.
  - b) A **Manual** for each projected candidate. **It is the duty of the Course Organiser to ensure that candidates have their manuals well before the course starts and are informed of any pre-course work required.**
  - c) 2 copies of the Course Registration and Assessment Form **"CREG"** including the **"Tutor's Course Assessment Guide"**. On the reverse is the **Start of Course Declaration Form**.
  - d) Sufficient **Course Evaluation Forms** for the candidates.
  - e) **Practical Marking Sheets** and /or other **Assessment Forms** as required.
  - f) **Oral Questions**, where required.
  - g) **Examination Order No. Form**, where required.
  - h) 1 copy of **"Examination in Progress" sign**.
  - i) **Theory Examination Papers**
  - j) 1 copy of the **Invigilators instructions**.
  - k) **Theory Answers Paper** if the examination is Tutor marked.

Upon receipt of the Pre-Course Pack the Course Organiser should check the contents and inform the Registration Department immediately of any discrepancies.

5. One copy of the **CREG / Start of Course Declaration Form** must be returned to the Registration Department immediately after the first course session, together with the completed and signed **Candidate Application Forms** and all **STA Registration Fees**. A copy of the CREG will be returned to the Course Organiser listing the Candidate Reference Numbers.

If after **TEN DAYS** the completed **CREG / Start of Course Declaration Form, Candidate Application Forms** and **STA Fees** (or Purchase Order) have not been received by the STA an administration charge of £25 is automatically charged to the Course Organiser.

The Course Organiser is responsible for all of the candidate prerequisites. These include:

1. **Registration Fees.**
2. **Membership subscriptions if the candidate is not a member of the STA.**
3. **Any qualification prerequisites.**

6. The **CREG** form retained by the Course Organiser is to be used as a session register and for assessment comments as per the **Tutor's Assessment Guide**.
7. The completed **Practical Marking Sheets** and /or other **Assessment Forms** must be returned to the Registration Department together with the completed, second copy, of the **CREG** immediately after the Practical Examination.
8. The completed **Theory Examination Papers** must be returned, immediately after the Theory Examination, to the Registration Department using **Recorded Delivery** together with the signed **Invigilators Instructions Sheet** and any spare **Theory Examination Papers**.
9. Within 28 days of the STA receiving the under mentioned documents the candidates will be notified of their result.
- a) **Theory Papers**
  - b) **Practical Marking Sheets**
  - c) **Completed CREG Form**
  - d) **STA Registration Fees**
  - e) **Evidence of all necessary prerequisites**

The candidates will not be notified of their results or their certificates issued until all pre-requisites have been completed.

The Course Organiser will receive a report on all candidates, showing their results for the following sections:

- a) **Theory Examination**
- b) **Practical Examination**

**Surplus / Retention of Manuals**

Excess manuals must be returned to the STA at the expense of the Course Organiser. Manuals will only be accepted for full credit on the following conditions:

- The manuals are returned to the STA within 2 months of the course start date.
- The manuals are unused and in perfect condition.
- The manuals were purchased in respect of the course for which they are being returned (i.e. they have not been transferred from an earlier course).
- The Manuals Return Form is completed in full and signed by the course organiser.

Some Course Organisers may wish to hold over surplus manuals for future courses. This is acceptable provided that the appropriate section is completed on the **Start of Course Declaration Form**

**Course Documentation Timetable**

The STA operates a computerised tracking system based on the following key dates supplied by Course Organisers on the **CAPP Form**, any subsequent changes to the details must be notified immediately in writing to the Registration Department; the key dates are: -

- Course Registration Date
- Course Start Date
- Practical Examination Date
- Theoretical Examination Date

Provided that the **CAPP Form** is received by the due date the following timetable will be operated by the STA. The timetable does not apply to courses run over a weekend or less. For these, the Course Organiser must make individual arrangements with the Registration Department to ensure that a mutually acceptable timetable is agreed.

<b>Course Documentation Timetable</b>	
<b>Course Registration</b>	At least 28 days before course commences
<b>Registration acknowledged by the STA</b>	Within 7 days of receipt by the STA
<b>Pre-Course pack – including Practical Examination Pack</b>	To be received by Course Organisers at least 14 days before course commences
<b>Course Organiser returns to the STA</b> <ul style="list-style-type: none"> <li>• Completed Candidate Application Forms</li> <li>• Completed CREG Form</li> <li>• Completed Course Declaration Form</li> <li>• STA Registration Fees for all candidates</li> </ul>	Within 10 days of course commencing
<b>Acknowledgement and receipt sent to Course Organiser</b>	Within 14 days of receipt by the STA
<b>Practical examination papers returned to the STA</b>	These must be sent to the STA within 24 hours of the examination
<b>Theory examination pack (where needed)</b>	To be received by Course Organisers at least 7 days before the examination
<b>Completed theory papers returned to the STA (where used)</b>	These must be sent to the STA within 24 hours of the examination
<b>Candidates informed of results</b>	Within 28 days of receipt of all documentation
<b>Results to Course Organisers</b>	Within 28 days of receipt of all documentation