



STA Online

Online Course Registration and Administration



International Experts in Safety Training Solutions



Introduction

- online.sta.co.uk
- Enables Course Organisers to manage all aspects of running a course, from registration through to certification
- Designed to minimise the paperwork required to register and administrate STA courses
- Optional, free method of registration that provides significant benefits over the traditional paper-based system
- Does not affect the paper-based method of registering and administrating STA courses.



Features

- Features of STA Online include:
 - 24/7 course registration
 - Easy candidate registration
 - Instant results processing and data verification with STA
 - Electronic Facilities Checklist
 - Dynamic timetable
 - Online distribution of course paperwork
 - Electronic certification
 - Easily update personal records with STA
 - Secure, online payment system.



Cost Benefits

- Using the online system provides significant cost savings for Course Organisers over the traditional system
- Alternative pricing structure reduces registration fees per candidate
- Tiered manual pricing further increases cost savings
- Full breakdown of costs available on STA's Course Price List, available to download from www.sta.co.uk.

Course Manuals

- Course Organiser responsible for purchasing and distributing course manuals to candidates
- Purchased in bulk through STA Online
 - Also from the STA Swim-Shop (www.staswimshop.co.uk)
- Tiered pricing – the more you buy, the more you save
 - The greater the quantity of manuals you purchase in an order, the lesser the cost of each individual manual
 - Pay as little as **£1.75** each for EFAW manuals.





Register for a STA Online account

STA Reference Number: [What is This?](#)

Forename

Surname

Date of Birth

Postcode Overseas [Help](#)

E-mail Address

Choose a Password
Should be at least 8 characters.

Confirm Password
Should be at least 8 characters.

Data checked with STA database before account is registered successfully.



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Account ▾ Courses ▾ Mailbox 0/0 ▾ Help ▾ Brett Preston (S/59985) ▾

Account Balance £0.00

Pending Courses 0

Submitted Courses 3

 **Account Options**

 **Join a Course**

 **Register a Course**

 **View My Certificates**

Widgets show data and statistics in real time.

Options shown on page depends upon account holder's status. For example, an STA candidate would not see the **Register a Course** option.



Register a Course

- My Courses
- Join a Course
- Register a Course
- Document Store

Course Price List

Category: Swimming Teaching

Qualification: School Teachers Foundation

Start Date: 15 March 2013

End Date: 15 March 2013

Authority: N/A [What is this?](#)

Authority selection is dynamic, showing the appropriate authority for the selected course.

Submit

Course Builder

- Made up of 6 tabs:
 - CAPP Form
 - Tutors/Examiners
 - Candidates
 - Timetable
 - Facilities Checklist
 - Submit.

Course Builder

[Delete Course](#)

School Teachers Foundation Swimming Certificate

CAPP Form Tutors/Examiners Candidates (0 / 0) Timetable Facilities Checklist [Submit](#)

Venue Name:

Address:

Town/City:

County:

Postcode:

Start Date



End Date



Practical Exam Date



No. of Candidates:



Retake?

List on STA website?

Online CAPP form shows specific registration types (revalidation, conversion, retake) depending on what course is being registered.



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Account ▾

Courses ▾

Mailbox 0/0 ▾

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Course Builder

Delete Course

School Teachers Foundation Swimming Certificate

CAPP Form

Tutors/Examiners

Candidates(0 / 4)

Timetable

Facilities Checklist

Submit

Enter the STA Membership Number for each of the required Tutors and/or Examiners below.

Tutor 1:

Validate

Reset



Kayle Burgham

Tutor 2:

Validate

Reset

STA Online automatically checks Tutors' and Examiners' qualifications and status in real-time.

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[Cookie Policy](#)

[Terms and Conditions](#)

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Account ▾

Courses ▾

Mailbox 0/0 ▾

Help ▾

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Course Builder

Delete Course

School Teachers Foundation Swimming Certificate

CAPP Form

Tutors/Examiners

Candidates(0 / 4)

Timetable

Facilities Checklist

Submit

Invite Candidates

Forename:

Surname:

E-mail Address:

Member Number: Not Mandatory.

Invite

Candidates are invited to the course via an email invitation.

Candidates can be invited at the point of registering the course or at results submission.

Candidates can be invited at a later date, if for instance you do not know their details at this time. A blank placeholder will be given to spaces which haven't been assigned to a candidate. Please note that all blank placeholders must be updated before results can be processed.

Candidate List

FORENAME	SURNAME	E-MAIL ADDRESS	STATUS			
----------	---------	----------------	--------	--	--	--



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Account ▾

Courses ▾

Mailbox 0/0 ▾

Help ▾

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Course Builder

Delete Course

School Teachers Foundation Swimming Certificate

CAPP Form

Tutors/Examiners

Candidates(0 / 4)

Timetable

Facilities Checklist

Submit

Please confirm which dates your course will run on:

Saturday 16th March 2013



Confirm the dates you wish to run your course on by using the check boxes. Click **Confirm** to continue.

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Course Builder

[Delete Course](#)

School Teachers Foundation Swimming Certificate

CAPP Form Tutors/Examiners Candidates(0 / 4) Timetable Facilities Checklist

Submit

Left click, hold and then drag the individual elements up or down to build your unique course timetable.

[Back to Date Selection](#)[Add unit](#)[Load Template](#)[Reset Timetable](#)

TITLE	TYPE	
16th March 2013		
Welcome and Introduction to Course	Theory	
Icebreaker Activity	Theory	
Health & Safety - Risk Assessment, PSOP	Theory	
Being an Effective Swimming Teacher	Theory	5 Minutes
Communication	Theory	5 Minutes
Different Types of Planning and Planning Considerations	Theory	10 Minutes
Scheme of Work	Theory	5 Minutes
Lesson Plan Elements	Theory	10 Minutes
Swimming Definitions	Theory	5 Minutes
Teaching Positions and Grouping	Theory	5 Minutes
Teaching Methods	Theory	15 Minutes
Swimming Aids/Equipment	Theory	10 Minutes
Safe Entries & Exits Confidence Practices Regaining the Feet Basic Propulsion	Theory	25 Minutes

A generic timetable is provided for your course.

You have the ability to rearrange the timetable, add in additional skills and breaks and save the timetable as a template to use for future registrations.



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Account ▾

Courses ▾

Mailbox 0/0 ▾

Help ▾

Brett Preston (S/59985) ▾

Course Builder

Delete Course

School Teachers Foundation Swimming Certificate

CAPP Form

Tutors/Examiners

Candidates(0 / 4)

Timetable

Facilities Checklist

Submit

Facilities, Health, Safety & Welfare Check Sheet

To run an STA course it is a requirement that the course organiser checks with the establishment, before the course starts, that the facility fully complies with the requirements of Health & Safety legislation.

QUESTION	YES	NO
Is there safe access/exit to and from the venue and the training room/area/pool?	<input checked="" type="radio"/>	<input type="radio"/>
Is the area free from any slip/trip/fall hazards?	<input checked="" type="radio"/>	<input type="radio"/>
Visually is all electrical equipment in a good state of repair?	<input checked="" type="radio"/>	<input type="radio"/>
Do all items of portable electrical equipment carry an in date Portable Appliance Testing (PAT) sticker?	<input checked="" type="radio"/>	<input type="radio"/>
Is there enough space to work comfortably?	<input checked="" type="radio"/>	<input type="radio"/>
Are items of equipment in good condition?	<input checked="" type="radio"/>	<input type="radio"/>
Have you been made aware of the fire and emergency evacuation procedures for the site?	<input checked="" type="radio"/>	<input type="radio"/>
Are fire routes & exits clear and working?	<input checked="" type="radio"/>	<input type="radio"/>
Is there adequate lighting/natural lighting?	<input checked="" type="radio"/>	<input type="radio"/>
Are the levels of background noise tolerable?	<input checked="" type="radio"/>	<input type="radio"/>

Complete your facilities checklist online.



Course Builder

School Teachers Foundation Swimming Certificate

CAPP Form

Tutors/Examiners

Candidates(4 / 4)

Timetable

Facilities Checklist

Submit

Submit Course

Success! Your course has now been registered with STA.

Your unique Course Number is **108898**. You should quote this number in any communications with STA.

Your unique Online Course Number is **13030104**. This number can be given to candidates who wish to join this course online.

Should you need to make any amendments to this course please contact STA on 01922 645097 or email courses@sta.co.uk.

Download Course Paperwork

Purchase Course Manuals

Sealed theory examination papers will be delivered to your home address upon registration of a course (if applicable).

Upon submission, your course is registered on STA systems in real-time and you are provided with your confirmation on-screen.

You will be given a Course Number to be used in communications regarding your course with STA.

You will also be given an Online Course Number which can be given to candidate who wish to join your course.



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Account ▾

Courses ▾

Mailbox 0/0 ▾

Help ▾

Brett Preston (S/59985) ▾

Document Store

- My Courses
- Join a Course
- Register a Course
- Document Store

Download your paperwork from the Online Document Store.

Reference	File	Size	
Course Evaluation Form	Course Evaluation Form v12.1_.pdf	35 k	Download
Candidate Result Declaration Form	Candidate Result Declaration Form (Online) v13.1_.pdf	59 k	Download
Teaching Practices and Points	Teaching Practices and Points Handout.pdf	510 k	Download
STA Award Scheme	STA Award Scheme.pdf	158 k	Download
STA Awards Order Form	STA Awards Order Form v12.1_.pdf	832 k	Download
PAR-Q Form	PAR-Q Form v11.1_.pdf	73 k	Download
STA Online Candidate Registration Form	STA Online Candidate Registration Form v1.pdf	72 k	Download



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Account Balance	-243.00
Pending Courses	113

- My Courses
- Join a Course
- Register a Course
- Document Store
- Purchase Manuals**

Account Options

Join a Course

Submitted Courses

Purchase your course manuals in bulk from the **Courses** drop-down menu. Remember, the more manuals you purchase, the cheaper they are.

Register a Course

View My Certificates



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Search Swim Shop

Enter a Search Term

Advanced Search



CLEARANCE ITEMS

RESOURCE MANUALS

SWIMMING TEACHING & LIFESAVING

SWIMMING AWARDS - BADGES/CERTIFICATES

CLEARANCE ITEMS



STAnley Soft Toy

View

Manuals are also available to purchase in bulk from www.staswimshop.co.uk.



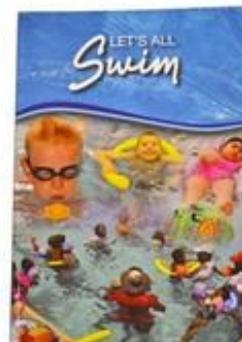
Lifeguard T-shirt

View

You are here: Home

OFFERS & NEW ITEMS

View All



Lets all Swim Manual



CLEARANCE SALE NOW ON!

Course Builder

Paediatric First Aid Foundation

Summary

Tutors/Examiners

Candidates (1 / 1)

Timetable

Facilities Checklist

Results

Invoice / Payment

Candidate: Brett Preston (S/59985)

[Back to Candidates list](#)

Name	Theory result	Practical result	Essay result	Examiner
Paediatric First Aid	Not Required	Pass ▾	Not Required	Not Required

Additional Requirements

Worksheets

Prerequisite Note

All course pre-requisites must be submitted in order for results to be processed successfully. Please use the Document needed. Alternatively, you can either email or post pre-requisites to STA ensuring the Course Number is clearly stated.

Save and Continue

Once your course is completed, an additional tab will now be available within the course builder labelled **Results**. This can be accessed via your **My Courses** menu.

You are required to enter in your candidates' results using the simple, easy to understand result entry view.



Use the **Document** upload facility to upload documents such as pre-requisite certificates.

Any uploaded documents will be sent to STA electronically along with your course results.

Course Builder

School Teachers Foundation Swimming Certificate

Summary Tutors/Examiners Candidates (1 / 1) Timetable Facilities Checklist Results

Recorded Exam Date: 15 March 2013

Name	Registered? <input type="button" value="Help"/>	Result entered	Validated? <input type="button" value="Help"/>	Documents <input type="button" value="Help"/>
Brett Preston	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Documents"/>

The results are ready to be submitted.

Once you have finished entering results, click the **Proceed to Summary Page** button.

Course Builder

School Teachers Foundation Swimming Certificate

Summary

Tutors/Examiners Candidates (1 / 1) Timetable Facilities Checklist

Re

A summary is shown detailing the total amount due.

Results will not be submitted to STA until course fees have been paid / invoiced.

Order Summary

Course Number	108896
Total Goods	£35
Quote Total	£35

Invoice items

Description	Number of Candidates	Unit Price	VAT Rate	Line Goods	Line VAT
Registration Fee for Course No.108896	1	£35	0	£35	0

Select Payment Method

 Pay Course Fees by Credit / Debit Card Invoice Course Fees to Account

Enter Purchase Order Number:

ABC

Invoice To:

-- Choose --

Course fees can be paid by Credit / Debit card, or be invoiced to an account (personal or a third party) providing a purchase order number is given.

To be eligible to invoice registration fees to an account please contact STA.



Course Builder

STA Level 1 Award in Pool Emergency Procedures (QCF)

Summary

Tutors/Examiners

Candidates (1 / 4)

Timetable

Facilities Checklist

Results

Invoice / Payment

Transaction details

Course	STA Level 1 Award in Pool Emergency Procedures (QCF)
Time	15 March 2013 09:52:05
Amount	£10
Currency	GBP
Customer e-mail	brett@sta.co.uk
Description	Invoice Course Fees to Personal Account (Course Number:108560, Account: AM07423)

[View Invoice](#)

Once course payment is complete, you will be prompted to submit results, electronically, to STA. Once submitted you will be able to access a receipt from the **Payment / Receipts** tab.

Course Builder

Emergency Responder

[Summary](#)[Tutors/Examiners](#) ✓[Candidates \(1 / 1\)](#) ✓[Timetable](#) ✓[Facilities Checklist](#) ✓[Results](#) ✓[Invoice / Payment](#) ✓

Candidate Results

Name	View Entered Results	Missing Information	Practical	Overall	Certificate Release
Rosalind Bentley	View	N/A	Pass	Pass	<input type="checkbox"/>
					Release Certificate(s)

If pre-requisite evidence has been attached, please give 5 working days for results to be processed.

Candidate results are now shown.

If all additional requirements were fulfilled and results completed fully, then results will be processed automatically, and will show whether the candidate has **Passed** or **Failed**.

For courses, that require pre-requisites to be checked (i.e. Swimming Teaching courses) then results will be shown as **Pending** until STA update them. Once pending results have been updated, the Course Organiser will receive an email advising them to navigate to this page to view updated results.

Results will not be sent to STA for candidates who have not completed the joining process. Once this process is completed, their results will automatically be sent to STA and results will be available to view.

A **Certificate Release** facility is provided to enable Course Organisers to release certificates for successful candidates. This is important as it gives the Course Organiser flexibility and an option not to release a certificate to a candidate if they have not yet received their funds.

Help and Support

- Help and support is available by clicking the **Help** button / dropdown located at online.sta.co.uk.
- FAQ's
- Help Documents
- Video Tutorials – On their way!
- STA Contact Details



Any Questions?
Thank You

