

# ASA Aquatic Workforce Audit guidance notes



Thank you for completing the ASA Workforce Audit. In order to assist in the completion of this audit please find below an outline of the questions and the depth of information required. It may be useful to have this information ready before you start the survey.

The audit will be available until Friday 4<sup>th</sup> September 2009. During this time you can access the survey by following the link below...

<http://www.keysurvey.co.uk/survey/249951/21f7>

Once you have completed the audit, your organisation will be automatically entered into our FREE PRIZE DRAW where you could win one of the following prizes:

**1 x free place on the UKCC L3 Coaching Swimming Programme**

**2 x free places on the UKCC L2 Teaching Aquatics qualification**

**3 x free place on the UKCC L1 Teaching Aquatics or Coaching Swimming qualifications**

**1 x £100 voucher to spend at the ASA awards centre**

## What will you need to complete this audit?

- The level of qualification that each member of your aquatic workforce holds.
- The levels of aquatic delivery that your organisation works with, i.e. the ASA National Plan for Teaching Swimming.
- Status of employment for each member of your aquatic workforce, i.e. full time, part time, voluntary etc.

## General details

- When completing the audit you are required to complete each question in full before moving on to the next question.
- You are able to leave the audit at any time and come back to it. Your responses will be saved and you will be taken back to the last question you answered. Please note, this will only work if you access the audit from the same computer each time.
- Once you have submitted your responses they will be saved. If you wish to alter any responses at any time then you are able to re-enter the audit and make the changes. Again, this will only work if you access the audit from the same computer each time.



## The Questions

### Section 1 – Your details

1. Please provide details including your name and contact details, the organisation name and how many aquatic venues your organisation has.
2. Please indicate the type of organisation that you work in. If your organisation type is not listed please chose the one that relates to you the most.
3. Please identify which region you fall under.
4. Please indicate which County Sports Partnership you fall under. If you are unsure, please follow the link below to the Sport England website –  
[http://www.sportengland.org/index/get\\_resources/county\\_sports\\_partnerships.htm](http://www.sportengland.org/index/get_resources/county_sports_partnerships.htm)

### Section 2 – About your organisation

5. Please indicate any partnership agreements or accreditations your organisation has.
6. Please indicate the number of aquatic teachers and/or coaches that you have working for you, both voluntary and paid.
7. Where possible/applicable please indicate the ethnic diversity of your workforce. We understand that you may not be at liberty to disclose this information, however any information that you can tell us will be of great use.
8. Where possible/applicable please indicate whether any members of your teacher/coach workforce have any form of disability. We understand that you may not be at liberty to disclose this information, however any information that you can tell us will be of great use.
9. Please indicate the ratios that your teachers/coaches work with as participant : teacher/participant : coach. We understand that this number may vary between classes, teachers or coaches. In instances where your class/group sizes vary, please provide an average ratio. Please only supply teacher/coach as applicable to your organisation.
10. Please indicate the level(s) of aquatics that your organisation delivers.

### Section 3 – Your qualified aquatic workforce

11. Please indicate how many of your QUALIFIED workforce hold an ASA Teacher/Coach license. For more information on ASA licensing please visit –  
<http://www.britishswimming.org/vsite/vnavsite/page/directory/0,10853,5157-182322-199540-nav-list,00.html>
12. Please indicate the qualifications that your current members of your workforce hold.
13. As Q12.
14. Please identify the number of hours that each of your qualified workforce works/volunteers for.

### Section 4 – Training requirements

15. Please indicate whether your organisation has anyone who currently holds no aquatic qualifications or is under qualified (i.e. a Level 1 teacher who needs a Level 2).



If you answer **YES** to Q15

16. Please indicate the level of qualification required by each member of staff who is either unqualified or under qualified.
17. As Q17
18. Please indicate the training support that your organisation currently provides or has access to.
19. Please indicate any training support that you would like to have in place within your organisation.

If you answer **NO** to Q15

16. Please indicate the training support that your organisation currently provides or has access to.
17. Please indicate any training support that you would like to have in place within your organisation.