

ASA Qualifications Next Step Matrix: January 2011 onward.

The next step matrix allows you at a glance to see the appropriate qualification to gain further skills or update your knowledge. Please note the document should be used as advice and guidance only and not as a set of regulations, please refer to the qualification syllabus for the specific entry requirements for a qualification.

The matrix is divided into five main categories depending on when you were certificated for your latest aquatic qualification;

1. Qualifications from January 1st 2011 onwards
2. Qualifications from 2006/7 to December 2010 (UKCC/NQF)
3. Qualifications from 1994-2006
4. Qualifications prior to 1994
5. Overseas qualifications

Notes and recommendations:

It is recommended all holders of an ASA and/or ASA/UKCC qualification hold an ASA Teacher/Coach Licence.

Holders of existing ASA qualifications who do not wish gain further qualifications at this time, but would still like to progress their skills and knowledge may do so by undertaking appropriate CPD programmes.

If you feel that a qualification awarded by another organisation or your experience may make you exempt from undertaking an ASA qualification you can apply to be exempt from that qualification via the following route;

How do I apply for exemption from a previous Level?

If you think that you may be able to apply for exemption based on prior learning and achievement you will need to submit your application for exemption in writing, enclosing the following:

- A covering letter explaining that you are looking for exemption from the qualification. Please indicate the title, level and discipline
- A detailed CV outlining your experience at teaching/coaching swimming showing the range of ability you have taught and/or coached plus the age group(s)
- A copy of any relevant certificate/qualification
- An outline of the syllabus covered with particular reference to swimming/aquatics
- A £20.50 administration fee

Payment needs to be made at the time of application in the form of a cheque or postal order made payable to the Amateur Swimming Association.

Our address is: ASA Awarding Body, SportPark, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF

Should you need any help or guidance on the most appropriate qualification for you please don't hesitate to contact us on awardingbody@swimming.org

Best of luck,

ASA Awarding Body Team.

Qualifications from 2011 onwards:

Currently hold	Next step
ASA UKCC level 1 award in the principles of coaching units 101-104 (QCF)	ASA UKCC level 1 award in (chosen discipline) units 105-107 (QCF)
ASA UKCC level 1 award in (chosen discipline) units 105-107 (QCF)	ASA UKCC level 2 certificate in (same discipline) units 201-208 (QCF)
ASA UKCC level 2 certificate in the principles of coaching units 201-204 (QCF)	ASA UKCC level 2 certificate in (discipline) units 205-208 (QCF)
ASA UKCC level 2 certificate in (chosen discipline) units 201-208 (QCF)	Teaching: Relevant CPD's and licence
	Coaching: (all disciplines): ASA UKCC Level 3 in Coaching (same discipline)
	Other discipline: ASA UKCC level 1 award in (discipline) units 105-107 (QCF)
	Transferring from Teaching to Coaching: ASA UKCC level 1 award in Coaching Swimming units 105-107 (QCF) then unit 203 supporting participants lifestyle then ASA UKCC level 2 certificate in Coaching Swimming units 205-208 (QCF)
	Transferring from Coaching to Teaching: ASA UKCC level 1 award in Teaching Aquatics units 105-107 (QCF) then unit 203.1 Child Maturation then ASA UKCC level 2 certificate in Teaching Aquatics units 205-208 (QCF)

Qualifications from 2006/7 to 2010 (UKCC):

Currently hold	Next step
ASA UKCC level 1 Unit 1	ASA UKCC level 1 award in (chosen discipline) units 105-107 (QCF)
ASA UKCC level 1 for (chosen discipline)	ASA UKCC level 2 certificate in (same discipline) units 201-208 (QCF)
ASA UKCC level 2 units 1,2 & 3	ASA UKCC level 2 certificate in (chosen discipline) units 205-208 (QCF)
ASA UKCC level 2 units 1-6 (chosen discipline)	Teaching: Relevant CPD's and licence
	Coaching: ASA UKCC level 3 in coaching (same discipline)
	Other discipline: ASA UKCC level 1 award in (discipline) units 105-107 (QCF)
	Transferring from Teaching to Coaching: ASA UKCC level 1 award in Coaching Swimming units 105-107 (QCF) then ASA UKCC level 2 certificate in Coaching Swimming units 205-208 (QCF)
	Transferring from Coaching to Teaching: ASA UKCC level 1 award in Teaching Aquatics units 105-107 (QCF) then ASA UKCC level 2 certificate in Teaching Aquatics units 205-208 (QCF)
ASA UKCC level 3 in coaching (discipline)	Relevant CPD's and licence

Qualifications from 1994-2006/7:

Currently hold	Next step
ASA Level 1 (Assistant) Teaching Swimming	Teaching: ASA UKCC level 2 certificate in Teaching Aquatics units 201-208 (QCF)
	Coaching Swimming or other discipline: ASA UKCC level 1 award in Coaching (discipline) units 105-107 (QCF)
ASA Teacher Certificate (1994-2000)	Teaching: ASA UKCC level 2 certificate in Teaching Aquatics units 201-208 (QCF)
	Coaching Swimming or other discipline: ASA UKCC level 1 award in Coaching (discipline) units 105-107 (QCF)
ASA Level 2 (Teacher) Swimming (Units 1-3) (2000-2006/7)	Teaching: ASA UKCC level 2 certificate in Teaching Aquatics units 201-208 (QCF)
	Coaching Swimming or other discipline: ASA UKCC level 1 award in Coaching (discipline) units 105-107 (QCF)
	Relevant CPD's and Licence
ASA Level 2 (Teacher) Swimming (Units 1-4) (2000-2006/7)	Teaching: Relevant CPD and licence or ASA UKCC level 2 certificate in Teaching Aquatics units 205-208 (QCF)
	Coaching Swimming: ASA UKCC level 2 certificate in Coaching Swimming units 205-208 (QCF) or ASA UKCC Level 3 in Coaching Swimming with CV and references
	Other discipline: ASA UKCC level 1 award in Coaching (discipline) units 105-107 (QCF)

Currently hold	Next step
ASA Level 3 Club Coach	Coaching (all disciplines): Relevant CPD and licence or ASA UKCC Level 3 in Coaching (discipline)
	Other discipline: ASA UKCC level 1 award in Coaching (discipline) units 105-107 (QCF)
ASA Level 4 Coach	Relevant licence and CPD

Qualifications prior to 1994:

ASA Teaching/Coaching qualifications gained prior to 1994;(Preliminary Teachers, Teacher, Advanced Teacher)(Preliminary Club Coach, Assistant Club Coach, Club Coach)

- Candidates holding these qualifications should write into the ASA Workforce Development Department / Awarding Body with a CV, references, evidence of Continuing Professional Development (CPD), teaching/coaching experience etc. for advice on the appropriate route to take.

-The fee for this is £20.50 (non-refundable). Please send a cheque or postal order made payable to the Amateur Swimming Association, please do not send cash.

Overseas Qualifications:

I have a swimming qualification from outside the UK. How can I compare this against the ASA's teaching/coaching qualifications?

Anyone wishing to teach swimming who holds an appropriate overseas qualification may apply to the ASA Awarding Body to ascertain whether their qualification is appropriate for teaching swimming in England and Wales.

However they should in the first instance apply to the National Recognition Information Centre for the UK (NARIC) for an academic comparison of their teaching qualification.

NARIC compares academic qualifications gained outside the United Kingdom from school leaving certificates to post graduate qualifications. To contact NARIC please visit their website www.naric.org.uk and follow the guidance given.

Currently there is no mechanism to compare overseas coaching qualifications.

Application Process: - candidates should apply by letter to: ASA Awarding Body, SportPark, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF

The fee for this is £20.50 (non-refundable). Please send a cheque or postal order made payable to the Amateur Swimming Association, please do not send cash.

The following documents must all be included with the letter:

- The Awarding Body Application Form ([click here to download](#))
- Letter from NARIC identifying the qualification comparison*
- Copies of relevant certificates
- Detailed account of the qualification
- Translation of the qualification/s by an official translator
- Curriculum Vitae

- Cheque or Postal Order for £20.50 (made payable to the Amateur Swimming Association)

The process takes 4-6 weeks, provided that all the relevant documentation (including a letter from NARIC) and the fee have been received.

*Applying to NARIC is the recommended route which will allow for a more streamlined process. However, if a NARIC comparison is not appropriate, then in addition to the bulleted list above candidates must also send a detailed breakdown of the units, the content covered and the length of time taken for each unit. In this instance the process will take longer than 4-6 weeks.