

Admin Information

QUALIFYING AS AN APPROVED INSTRUCTOR FOR SELECTED BSAC SKILL DEVELOPMENT COURSES **A.9**

This information is applicable both to those wishing to become Approved Instructors and to Chief Instructors who will recommend Assistant Instructors for Approved Instructor status. 'Approved Instructor' status is required by those who are to teach on the following BSAC Skill Development Courses:

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|--|---------------------------|
| First Aid for Divers | Rescue First Aid |
| Boat Handling | All Nitrox Courses |
| And Approved Assessor status for Diver Coxswain Award | |

Apply to become an Approved Instructor On-Line

There is a facility on the SDC Section of the website for those Instructors who wish to obtain 'Approved Status' for any of these courses, to register interest.

The on-line form will be forwarded to Regional Skill Development Course Organisers, who will try to accommodate the request and arrange for applicants to assist on a forthcoming course as part of the accreditation process. For more information, go to: www.bsac.org/techserv/sdc/appinstreg.htm

All other Skill Development Courses may be staffed by appropriately qualified BSAC Instructors, as specified in the Course Syllabus.

Those who wish to become Approved Instructors for any of the above Courses must:

1. Be qualified in the subject they wish to become approved to teach through:
 - Attending the SDC as a student be familiar and reasonably up-to-date with the course contents and format.
 - Alternatively, hold an appropriate SDC Alternative Training Certificate (for example, an SDC AT Certificate for PADI Emergency First Response to BSAC First Aid for Divers).
 - In the case of Nitrox, ERD and FFM courses, hold acceptable alternative Nitrox / FFM qualifications, as listed on the appropriate Approved Instructor Application Form.
2. Obtain the appropriate SDC Approved Instructor Application Form from the Technical Manager at BSAC HQ. Hold the diving and diving instructor qualifications shown on this form: enter relevant personal details onto it.
3. Serve as an Assistant Instructor to the satisfaction of the Course Chief Instructor and as a result, obtain the written recommendation of the Chief Instructor on the Application Form.
4. In the case of Nitrox, ERD and FFM Instructors, submit the appropriate fee for the Instructor Pack - a resource of instructional materials.

5. **Extended Range Diver** Please note that there is a specific process for approving Instructors for ERD by a team of designated ERD Instructor Trainers. Contact HQ for details.
6. The final step in the process is for the applicant to submit the completed form, together with any required attachments, to BSAC HQ for acceptance by the appropriate Chief Examiner (Rescue Skills or Nitrox) or Technical Manager in the case of Approved Boathandling Instructor Applications, who will issue the Approved Instructor Certificate. *Only when the applicant receives this certificate is he/she 'Approved'*. Persons whose application for approval is pending would not be authorised to teach on a course, other than as an Assistant Instructor.

Chief Instructors responsible for developing and recommending Assistant Instructors should apply the following criteria, advice and requirements:

- A. The number of Assistant Instructors must not exceed the number of Approved Instructors on the course. The quality of instruction must not be diluted by using two or more Assistant Instructors under the supervision of one Approved Instructor.
- B. Assistant Instructors are expected to play an active and effective role as the presenter of both theory and practical lessons, and should liaise with the Chief Instructor in the planning and preparation of the lessons they are to present / participate in, to ensure their correct scope and accuracy. The Assistant Instructor must be active in several sections of the programme. The Chief Instructor may wish to determine that the Assistant's practical skills as a diver and instructor are satisfactory, before the course begins.
- C. The purpose of serving as an Assistant Instructor is to gain broad teaching practice in the course subject and to get to know the way the course is presented - by active involvement rather than as an inactive observer. Sitting at the back as an observer is neither appropriate nor acceptable training for someone who is to be an Approved Instructor.
- D. Consequently, the Chief Instructor must be satisfied that the Assistant was active, accurate and effective in his/her teaching and overall performance, and only then sign the recommendation for Approved Instructor status.
- E. Assistant Instructors on Boat Handling Courses may present classroom lessons, but during practical lessons afloat, there must be a Boathandling Instructor (BHI) in command of each boat. *Assistant Instructors are not allowed to be in charge of a boat full of students without such supervision.*
- F. Assistant Instructors on Advanced or Combined Nitrox and ERD Courses may present classroom lessons, but during practical 'in water' lessons there must be an Approved Nitrox / ERD Instructor to lead each group. *Assistant Instructors are not allowed to be in charge of a group on an 'in water' lesson, but must join it as an observer.*
- G. This instruction supersedes any other instruction or guidance relating to the achievement of SDC Approved Instructor status, published in SDC syllabus sheets, Instructor Notes etc.