

Date as postmark

Dear Member

**Instructor Foundation Course**

Our records indicate that you hold a confirmed place on the following event:

<b><u>Venue</u></b>	<b><u>Date</u></b>	<b><u>Start Time</u></b>
London	22/23 January 05	08.45

As the date of the event is now reasonably imminent, I enclose joining instructions, the student notes for pre-course reading and some additional details you may find useful. From now on, if circumstances require you to cancel your booking please contact me at HQ, however this could incur a cost. If you require additional information, please contact the Local Organiser for this course who is:

<b><u>Local Organiser</u></b>	<b><u>Telephone Number</u></b>
John Webber	0771 8358351

As part of the IFC you will be expected to present a 10 minute classroom presentation on a topic from the Ocean and Sports Diver syllabus. You will plan and carry out the preliminary preparations for these classroom lessons within small groups, with the assistance of an Instructor Trainer and a lesson will be allocated to you at the end of at the group tutorial session. Please bring with you suitable Visual Aid Materials for your presentation.

The Instructor Foundation Course is considered by many to be one of the finest courses the BSAC offers and has proved beneficial to thousands of our club members. I trust and hope that you will find it to be of high quality, informative and enjoyable.

Yours sincerely



Jo Tate  
Central Bookings Administrator

# THE BRITISH SUB-AQUA CLUB

## INSTRUCTOR FOUNDATION COURSE

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### STUDENT INFORMATION SHEET

#### IT IS IMPORTANT YOU READ THESE NOTES PRIOR TO ATTENDING THE COURSE

These notes are intended to give an outline of the above course, explaining what you can expect to be taught and also what is expected of you on the course. They do not replace the student notes you will receive at the end of the course.

#### **The Timetable**

This varies according to the venue. However, time is always tight. Please try to arrive at least 15 minutes before the start time and do not expect to be able to finish early. It is not unusual to finish around 1800 on the first day and at about 1600 on the second. (Note that the instructors also have a brief and a long debrief outside the main course times).

There are tea breaks built in, and also lunch, it is important that these don't overrun. There will not be time to leave the venue during lunch, so you will need to bring a packed lunch. If this presents a problem, then please contact the local organiser who may be able to advise you. Most venues are non-smoking so fag breaks have to be built in to tea breaks too.

Please note you will be expected to do a couple of hours extra work on the first evening to prepare the lecture and pool lessons you will deliver on the second morning. Please bear this in mind when planning travel / accommodation / parties.

It is normal for the instructors to go out for an evening meal together on the first evening and you are more than welcome to attend. It is nice to socialise after a long day in the pool and classroom.

#### **What to bring**

In the classroom you will need writing materials. The student notes cover the lectures so it is not necessary to take notes, although you may wish to do so. Any of the diving manuals might be useful for reference, as would any workbooks. You will be issued with a copy of the Teaching Scuba Diving manual, which is yours to keep, on completion of the course.

You will be expected to produce visual aids for your classroom presentation. Accordingly you will need some materials. We suggest a minimum of either some blank write-on OHP transparencies and coloured OHP pens, or a flip chart and coloured marker pens, or some card to make flash cards (remember you might want some large drawings) and coloured marker pens. In addition, blue tack is often useful, as are dry wipe marker pens.

In the pool, you need an aqualung with an alternative air source and a buoyancy compensator plus basic kit, including a snorkel. We are in a swimming pool and expect to use appropriate equipment, just as your students will be wearing (this means single cylinders and minimal dangly bits!). Please check everything is working beforehand. One 10 litre cylinder should be enough unless you are a really heavy breather. There will not be any cylinder charging facilities at the pool, so please bring a full cylinder and a spare if you might need it.

The two pool sessions during the course are 90 minutes and 2 hours long. You will be in and out of the water, and this is a recipe for getting cold. Pool suits are strongly recommended, but please ensure you bring a suitable weight belt to compensate for buoyancy. A slate or waterproof pad is important for your lesson plan.

## **General**

We have to hire venues and this means leaving them in good order. It helps enormously if everyone uses litter bins and is careful with food and cups of tea. Please mop up any spills and don't leave cups and plates in the classrooms. It is amazing where we've found them in the past! We normally have to arrange classrooms for our purposes, and this means rearranging them at the end. Help is always welcome, particularly at the end of the course. If you have a mobile phone with you, please ensure it is turned off during the course.

This course works best if you participate fully, you will mainly be working in groups of four with your group tutor. You will see new ideas and different ways of doing things. Be open-minded and take the opportunities to learn, not just from the formal presentations and your group instructors but also from each other. There is no assessment during this course so please do not be frightened of making mistakes.

## **The Instructors**

The senior instructor or 'Boss' will be a National Instructor. This is the highest grade awarded by the BSAC. Their role is to ensure the course runs smoothly and that it is of a comparable standard to others all over the country. They are also responsible for the further development of the staff instructors. If you have any problems during the course that your group tutor cannot resolve then speak to the 'Boss' as that is part of his role.

The other instructors will all be Instructor Trainers. That is at least Advanced Instructors who have undergone further training in tutoring instructors. As part of the process, by which we develop new instructor trainers, there may be some observers, who may lead some of the group work. It is worth mentioning that none of the instructors are paid, they only receive expenses and give their time freely because they enjoy teaching on these courses. There will also be a local organiser who organises the venue and facilities. Any queries in advance should be directed to them. Their contact details are on the joining instructions.

## **Course Content**

The course is a combination of theory, demonstration, group tutorials and practical work. This is an interactive course and works best if you participate fully and with an open mind. Whilst there is constructive feedback given on your own work, at no point are you being assessed.

### **Course Aims**

- To show how to teach both practical diving skills and associated theory
- To give you experience of teaching both practical skills and theory
- To give constructive feedback and the ability to evaluate your own performance
- To introduce support materials and new ideas and attitudes

The IFC is generally considered to be one of the most enjoyable BSAC courses despite the hard work involved. We are sure you will enjoy it and find it very useful and informative. We would like to take this opportunity to thank you for your commitment in taking this the first step in the instructor training scheme and hope you will progress further.

## **The Syllabus**

On the first morning in the main classroom

## **The Diving Instructor**

Lecture 20mins

This interactive session will highlight the qualities that a good instructor needs over those that a good diver will have, thereby indicating attributes you may need to improve in order to become better and therefore safer instructors.

## **How People Learn**

Lecture 25mins

Here we look at the learning process and show how we can make use of these principles to teach more effectively. In particular you will learn about progressive instruction. This lesson covers the fundamental concepts we apply to diving instruction at all levels.

## **Planning and Preparing a Classroom Lesson**

Lecture 25mins

If a theory lesson has been properly planned and prepared, then it has a much greater chance of succeeding. This process may typically take 10 times the duration of the lesson, yet most of the work is unseen by the student. This session aims to show some steps to follow to ensure that a theory lesson will be effective.

## **Presenting a Classroom Lesson**

Lecture 20mins

This is often considered the most nerve-racking experience. Yet if the lesson has been properly planned and prepared is the most straightforward. This session will show how you can minimise the effect of nerves and maximise your chances of giving a successful presentation.

## **Demonstration Theory Lesson**

Demo 25mins

On the second day, and for the exam you have to give a 10 minute lecturette on a diving topic, so we demonstrate one. Whilst 10 minutes may seem an artificially short time, the structure, and process of selecting a suitable amount is the same, whether it is 10 minutes or a hour. Although all the theory lessons on this course are 'demonstrations' this session allows you to concentrate on the instructional technique rather than the content, and also to mark it, thereby introducing the assessment process.

## **Teaching Practical Diving Skills**

Lecture 30 mins

Once again, using the fundamental principles of learning we show how these can be applied to plan, prepare and present an effective practical lesson. The emphasis will be on safety and making things simple for the students to understand. Too much time is wasted talking on the side of swimming pools, and you will see how to make the best use of this expensive resource.

## **Video Demonstration Practical Lesson**

Demo 40mins

Here you are able to see a 20 minute practical lesson, while focussing on instructional technique rather than the content. Again you will get to mark it, introducing the assessment of practical lessons. A video is used for this because it enables the senior instructor to stop it at various places to highlight certain instructional points.

On the first afternoon you will work within your groups on the following sessions:

### **Practical Skill Development Session**

In this pool session you will see a further demonstration lesson by your group instructor, followed by some work on other basic pool skills. This session has a dual purpose which is to ensure that your own skills are up to the standard required for demonstration (which is invariably higher than required in diving) and also to show how most skills can be broken down into simple stages for real students.

If there are skills you find difficult or cannot think how they can be broken down then your group instructor will be pleased to help. Be prepared to see different techniques and new ideas.

### **Theory Lesson Planning Tutorials**

Tutorial 60mins

This is where you will come up with an outline plan for the lecturette you are to give on the second morning. Guidance will be given as to where you can get information, and ideas given for visual aids and class participation. It is not intended that you should have the completed lecture following this, but rather several ideas from which you can draw or add to later on. Please note you will be expected to spend an hour or so actually preparing the materials in the evening, ready for the morning.

### **Practical Lesson Planning Tutorial**

Tutorial 60mins

As with the theory, you will come up with an outline plan for the 20 minute pool lesson you will give on the second morning. Ideas will be given as to how the lesson can be broken down and how it can be conducted safely. Once again you will be expected to finish the preparation and produce your slate during the evening.

On the second morning working in your groups

### **Theory Lessons**

Practical 90mins

You will each give your 10 minute lessons within your group. These will be marked informally by you, and the others, using pre-prepared sheets and constructive criticism will be given. The emphasis will be on picking up good points first (since these will be the basis of the lesson if you did it again) before looking at points for improvement. All work is done totally within the confines of the group, and nothing is filed away at headquarters. The aim is to further introduce the ideas of self-assessment and giving constructive criticism as well as actually giving a lecture.

## **Practical Lessons**

Practical 120mins

You will each give your 20 minute pool lesson within your group. As above you will informally mark them and give constructive criticism. Again nothing will go outside the groups.

Over lunch, the group instructors will give an informal debrief within their groups on both sessions.

On the second afternoon, back in the classroom

## **Teaching Diving in Open Water**

Lecture 30mins

Once again using the fundamental concepts of learning we will show how practical lessons can be taught safely and effectively in open water. It will build from the teaching practical skills lecture, focussing on how to overcome the additional problems encountered when moving out of the relatively safe pool into open water. It will cover the planning, preparation and presentation of basic skills lessons in open water.

## **Planning Open Water Lessons**

Tutorial / Discussion 60mins

In this session you will plan within your groups an open water lesson. These plans will then be presented to the rest of the class and discussed. During the session, you will be shown how you can use support materials to help you.

## **The Way Forward**

Lecture 20mins

Here the Instructor Training Scheme (ITS) will be explained, highlighting the next steps for you to take. There will be advice on how to prepare for the exams, and other suggestions for further instructor development will be explained.

## **Other**

The senior instructor will give an introduction on the first morning and debriefs on both days. The debriefs in particular are likely to be quite interactive. They will also make a few comments after each staff lecture to highlight key points and also to pick up on the various instructional techniques used.

This course is generally considered to be one of the most enjoyable BSAC courses despite the hard work involved. We are sure you will enjoy it and find it very useful and informative.

We would like to take this opportunity to thank you for your commitment in taking this the first step in the instructor training scheme and hope you will progress further.

