



Procedures to Become a ScotSAC Branch Instructor



Process flowchart for any member wishing to become a Branch Instructor.

1. Member gains the appropriate pre-requisites for the course.



2. BDO or RC assesses candidate suitability for the post.



3. Candidate books place on course by submitting a Branch instructor Application/Recommendation Form to ScotSAC HQ.



4. Candidate attends BI course, where ID is checked and BI Course Pack coversheet is completed.



5. Candidate gains experience, delivering training under supervision. This training is recorded in the Instructor Logbook, verified by another instructor.



6. Candidate completes pool and open water assessments as required.



7. If required all forms are forwarded to the Disclosure Administration Service (DAS) at CRBS, who check paperwork, obtain second reference and forward disclosure application to CRBS.



8. If applicable disclosure certificate issued to candidate. DAS receive a copy and notify ScotSAC lead signatory of the outcome of disclosure and references and also the candidate's disclosure number.



9a. Candidate forwards completed course paperwork including, date disclosure issued (NOT the certificate), assessment sheets, Qualification Record, Instructor Logbook and Dive Logbook to HQ for verification by the National Coach.

or

9b. If relevant information is contained in the Disclosure it will be considered by the DAAS panel whose recommendation will then be forwarded to ScotSAC for consideration by the ScotSAC Child Protection Panel. The Candidate will then be notified of that decision



10. Complete 2 practical pool sessions of at least one-hour sessions under supervision of your Diving Officer and Regional Coach or nominated Regional Instructor or Examiner.
Complete 2 practical open water sessions under supervision of your Diving Officer and Regional Coach or nominated Regional Instructor or Examiner.



11. National Coach confirms criteria met; Branch Instructor number issued; NDO and Chairman sign Qualification Record and Instructor Log Book which are then returned to Candidate.