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INSTITUTE OF SWIMMING

# ADVANCED APPRENTICESHIP IN SPORTING EXCELLENCE



## INFORMATION BOOKLET

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## Advanced Apprenticeship in Sporting Excellence (AASE)-Brief Information

### What is AASE?

The Advanced Apprenticeship in Sporting Excellence (AASE) is an English programme designed to meet the needs of elite Synchronised Swimmers aged 16 who wish to continue their sporting career and gain qualifications. This is a two-year sports apprenticeship programme.

Apprentices will receive additional support and guidance within their Synchronised Swimming pathway and education.

### The Apprenticeship Framework:

- NVQ Level 3 Achieving Excellence in Sports Performance (Specific to Synchronised Swimming)
- Technical Certificate (Education): A choice or mix of A-Levels, BTEC Sport Awards, GCSE's, Coaching Qualifications or any other sporting professional qualification undertaken at school/college or appropriate body. Funding for UKCC Level 2 in Coaching (all sports) is available for all AASE athletes up to £370 and Lifeguard Qualification up to £210. If there are other qualifications you wish to undertake that you think might be eligible for funding please contact the AASE Programme Manager. In addition to this, we will monitor your attendance and progress with your academic qualifications by liaising directly with your school/college whilst you are on the AASE Programme.
- Key Skills Level 2 in Application of Number & Communication (Please note those who have achieved grade C above in GCSE English and/or Maths will be exempt, otherwise Apprentice's will complete key skills at their school/college)

### Delivering the project:

Regional Talent & Development Coaches will work with apprentices to guide and assist them through the NVQ Level 3. The NVQ isn't academic and is based on everything elite athletes undertake along their talent pathway to a world-class level.

The NVQ allows Synchronised Swimmers to achieve a nationally recognised qualification awarded by Edexcel for the work they are already putting into Synchronised Swimming. The NVQ helps to educate Synchronised Swimmers more about what they are doing the pool and encourages them to further their Synchronised Swimming career.

AASE Synchronised Swimmers will attend an overseas camp as part of their programme. Regional camps will take place annually. Those Synchronised Swimmers who are World Class Programme athletes do not have to attend additional camps, as they will be assessed on the World Class Programme camps. This will contribute towards achieving the NVQ Level 3.

AASE provides clear pathways and exit routes for elite Synchronised Swimmers either to professional Synchronised Swimming career, university, employment or a mix.

## Synchronised Swimmers Selection Policy 2008

### Eligibility

To be considered for the Advanced Apprenticeship in Sporting Excellence Programme 2008-2009 Synchronised Swimmers must meet the following eligibility criteria:

#### *Generic*

1. Must be of 16 years of age and born between 1<sup>st</sup> September 1991 – 31<sup>st</sup> August 1992.
2. Must be based and educated in England.
3. Must be able to stay in full time education at School/College from September 2008.
4. Must have completed their GCSE Exams in the summer of 2008, and must be able to work towards Key Skills in Application of Number and/or Communication if they have not achieved above Grade C in Maths and/or English.
5. The potential athlete must demonstrate a willingness to commit to 15 hours per week of Synchro Training. This will include land based and water based Synchro training. The Talent and Development Officer will monitor the training programme of the selected athletes.

#### *Sport Specific*

1. The athlete must show the ambition to be selected for the Great Britain Junior Squad.
2. The athlete must hold Skill Level 4 or 5 and must provide a copy of their Skill Level 5 Logbook to the Talent and Development Officer upon request.
3. The athlete must be committed to enter and perform at the National age Group 15/16/07 figure Competition in December 2008 and/or enter the Junior Figure Trials in December 2008.

All Eligible and interested athletes must complete the “**AASE Eligibility Form**” and return their form to the AASE Office by **1st June 2008**.

AASE Office  
ASA Workforce Development  
35 Granby Street  
Loughborough  
Leicestershire  
LE11 3DU  
T: 01509 615458  
F: 01509 237925  
E-mail: [aase@swimming.org](mailto:aase@swimming.org)

### Selection

After 1<sup>st</sup> June 2008 the Talent and Development Officer will arrange an interview with each eligible athlete and the final selection of Synchronised Swimmers will be at the discretion of the AASE Programme Manager and the Talent and Development Officer.

### Additional Considerations

Synchronised Swimmers selected on to the AASE programme must comply with all UK Sport and British Synchronised Swimming provisions consisting of the ASFG B Doping Control Rules and Protocols, Selection Agreement and Code of Conduct, the ASFG B Disciplinary Code and ASA Child Protection Procedures.

The AASE Programme Manager and the England Talent Development Manager may remove any athlete from the AASE programme where the athlete is:

1. Unwilling to complete work tasks as set by the Talent and Development Officer to fulfil requirements of the NVQ.
2. Unable to meet minimum training hours.
3. Exhibits conduct that is detrimental to British Swimming or the ASA. Athletes will have to sign an Athlete Agreement and Code of Conduct.

For any further questions regarding the selection criteria or AASE information please contact the AASE Programme Manager [michelle.kiff@swimming.org](mailto:michelle.kiff@swimming.org) and/or the Talent and Development Officer for Synchro [gayle.adamson@swimming.org](mailto:gayle.adamson@swimming.org).

○ **So what happens once you have sent your Eligibility Form to the AASE Office?**

1. Your Eligibility Form is checked and kept within the AASE Office.
2. All Selections for Synchronised Swimmers are finalised during mid August by the AASE Programme Manager and the Talent and Development Officer.
3. During August you will also be sent a letter to confirm your eligibility and selection outcome.
4. All Eligible athletes will be invited to the AASE Open Day, which will take place during the end of August/beginning of September. At the AASE Open Day you will be given the opportunity to attend various workshops, which will detail the nature of the NVQ. Parents are also able to attend the AASE Open Day.
5. Following the AASE Open Day, you have a two week period during which if you change your mind you are able to confirm if you are not interested in undertaking the AASE Programme.
6. You will then be invited to your official AASE Induction Day, which will take place during September/October. (The AASE Induction Day is for athletes only.)
7. Following your Induction you will begin working towards the NVQ with your Individual Assessor (Talent and Development Officer)
8. Please note that throughout the course of the two years you will be expected to attend weekend Camps. The dates of these camps will be confirmed during your Induction Day and will be available on the British Swimming website.

*\*Please consider that the above processes are subject to change.*

## NVQ Level 3 Achieving Excellence in Sports Performance



# NVQ Level 3 Achieving Excellence in Sports Performance

The Level 3 National Vocational Qualification (NVQ) in Sports Performance, which is funded by the Learning and Skills Council and awarded by Edexcel, recognises Excellence in a specific sport. This NVQ is also delivered by the appropriate National Governing Bodies in sports such as Football, Rugby, Cricket and Tennis.

The NVQ is made up of 8 Sport Specific Units and all eight Units must be completed in full in order to achieve the NVQ Qualification.

### The NVQ Units:

1. Plan, apply and evaluate your technical skills to achieve excellence in sports performance
2. Plan, apply and evaluate your tactical skills to achieve excellence in sports performance
3. Plan, apply and evaluate your physical capability to achieve excellence in sports performance
4. Plan, apply and evaluate the attitudes and mental skills needed to achieve excellence in sports performance
5. Plan and manage your lifestyle to achieve excellence in your sport
6. Plan and manage your sporting career
7. Communicate and work effectively with other people whilst seeking to achieve excellence in your sport
8. Maintain the health and safety of self and others whilst achieving excellence in your sport.

This NVQ is specifically designed for elite athletes to help them achieve success within their sport and hopefully achieve a World Class status. The NVQ is rewarding and beneficial to all those selected to come onto the programme.

The NVQ is all about being an elite athlete and it is broken into 8 units that cover important factors of an elite athletes life.

To give you a better understanding of what you will be doing over the next 2 years a summary of each unit is given below. Tasks will be given to you to help you understand more about each unit, some of you will already be doing things that meet what the units demand, your Regional Talent Development Coach will help you identify these.

You Regional Talent & Development Coach will guide you through each unit and assess you once you have shown you have the skills the unit demands.

You will receive a standard portfolio to follow where you will file all your Synchronised Swimming evidence. You will also receive candidate handbook and athlete resources to support you in understanding more about being a performance athlete.

# NVQ Unit Summary



## **UNIT 1: Plan, apply and evaluate your technical skills to achieve excellence in your sport**

Technical skills are vital to achieving excellence in your sport. You will be working with experienced and proficient coaching staff. However, you also have an important role to play in developing your technical skills. You will have to:

- 1. Identify and agree a programme to improve your technical skills**
- 2. Implement a programme to improve your technical skills**
- 3. Apply and evaluate your technical skills in competition**



## **UNIT 2: Plan, apply and evaluate your tactical skills to achieve excellence in your sport**

Tactical skills are vital to achieving excellence in your sport. You will be working with experienced and proficient coaching staff. However, you also have an important contribution to make in improving your tactical performance. You will have to:

- 1. Identify and agree a programme to improve your tactical skills**
- 2. Implement a programme to improve your tactical skills**
- 3. Apply and evaluate your own tactical skills in the role**



## **UNIT 3 Plan, apply and evaluate your physical capability to achieve excellence in your sport**

Physical fitness is vital to achieving excellence in your sport. To be successful, elite athletes need to develop and maintain high levels of physical fitness. Training and nutrition are both important. You will be working with experienced and proficient coaching staff and other experts such as strength and conditioning coaches, nutritionists, physiotherapists and doctors. You will have to:

- 1. Identify and agree a programme to improve your physical capability**
- 2. Implement a programme to improve you physical capability**
- 3. Apply and evaluate your physical capability during competition**
- 4. Agree and implement a nutritional programme**



#### **UNIT 4: Plan, apply and evaluate the attitudes and mental skills needed to achieve excellence in your sport**

Having the right attitudes and mental skills is vital to standing up the rigours of training and competition. Motivation, confidence, attention and concentration and coping with stress and pressure will all help you to perform at your very best. To be successful, elite athletes need to develop and maintain high levels of mental as well as physical fitness. You will be working with experienced and proficient coaching staff and other experts such as sports psychologists. You will have to:

- 1. Identify and agree a programme to improve your attitudes and mental skills**
- 2. Implement a programme to improve your attitudes and mental skills**
- 3. Apply and evaluate your attitudes and mental skills in competition**



#### **UNIT 5: Plan and manage your lifestyle to achieve excellence in your sport**

Being successful in your sport is not just about physical conditioning, technical, tactical and mental skills. Being professional in all aspects of your life is also important. Your reputation and success depend on you being reliable and spending your leisure time in a way that does not harm your ability to perform or bring yourself or your sport into disrepute. You will have to:

- 1. Plan and manage your sporting commitments**
- 2. Plan and manage your time outside sport**



#### **UNIT 6: Manage your own career**

If you want to perform at the highest level in your sport, you will need to plan where you are going and how you are going to get there. This involves career planning: working out your career goals and how you are going to achieve them, be it through training, education and gaining employment as a professional. Your career plan should also cover the possibility that you may not make it as a professional athlete or that injury and illness, for example, prevent you from achieving everything you are capable of. As your career develops, it will be important to look at it again at regular intervals and make changes, particularly to take account of what happens when your career as an athlete draws to a close. You will have to:

- 1. Plan your sporting career**
- 2. Implement and develop your career plan**
- 3. Plan and manage your own finances**



## **UNIT 7: Communicate and work with others**

Good communication skills and the ability to work well with others will help you to develop your career in sport. You need to be able to communicate and work well with a range of people, including coaching staff, managers, mentors and other athletes, if you are going to be successful. From time to time you may also have to take part in various events, such as presentations and interviews where you will be expected to present a positive image of yourself, your organisation and your sport.

- 1. Communicate effectively with other people**
- 2. Work effectively with other people**
- 3. Present a positive image of your yourself, your organisation and your sport at events**



## **UNIT 8: Maintain the health and safety of self and others**

Health and safety is important in sport as it is in any other type of work. You are not only responsible for your own health and safety, but also the health and safety of the people you work with. In particular you need to be aware of possible hazards in the environment in which you train and compete and you need to work and behave in a healthy and safe way. When emergencies, such as injuries, occur you also need to know how to respond to these. You will have to:

- 1. Work in a healthy and safe way**
- 2. Respond to emergencies**

## AASE STAFF DETAILS-Synchronised Swimming

### Management

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**Michelle Kiff**  
**AASE Programme Manager**  
**07793545234**

[michelle.kiff@swimming.org](mailto:michelle.kiff@swimming.org)

Michelle manages AASE across all ASA disciplines. Michelle's role is to ensure that the programme runs successfully, meets government agendas and ensures that funding is secured. Michelle oversees the delivery and implementation of AASE, ensuring consistency with World Class Programmes. Michelle also prepares the ASA for Ofsted and Adult Learning Inspectorates, and to work with external bodies to ensure consistent development of AASE.

**Nick Sellwood**  
**England Talent & Development Manager**  
**07879635567**

[nick.sellwood@swimming.org](mailto:nick.sellwood@swimming.org)

Nicks role is to build an effective talent identification and development programme in England to feed into the British Swimming World Class programmes and achieve Olympic success in 2012 and beyond. Nick heads up the team of the Talent and Development Officers for the delivery of AASE and England Swimming. Nick is also responsible for the development of Beacon clubs within each region.

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### Central Support and Administration

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**Eva-Maria Payates**  
**AASE Programme Administrator**  
**07900605137**

[eva.payates@swimming.org](mailto:eva.payates@swimming.org)

Eva is responsible for the administration of the AASE Programme across all aquatic disciplines. Eva manages the AASE Records Centre and a Progression Tracking Database to monitor the progression of AASE athletes. Eva manages the financial claims that are made to the Learning and Skills Council for the AASE Programme and ensures that the AASE Records Centre meets Audit Requirements for the Learning and Skills Council. Eva also offers central support to AASE staff, schools/colleges, parents, clubs and athletes.

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### Assessor-Local Support (Talent and Development Officer)

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**Gayle Adamson**  
**National Talent and Development Coach for Synchro**

[gayle.adamson@swimming.org](mailto:gayle.adamson@swimming.org)

Gayle's role is to support, develop and assess the AASE Synchro Swimmers at a National Level. Gayle also delivers direct coaching support to synchronised swimmers and coaches, both in a centralised location and also in their home programme environment. Gayle is also responsible for the identification and recruitment of athletes onto the AASE Programme.

## RELATED LINKS

Please visit our website for more information and further updates!!

### **BRITISH SWIMMING**

[www.britishswimming.org](http://www.britishswimming.org)

You will find the AASE Section on the British Swimming Website under *Teachers and Coaches*. You will see a link on the right column for the AASE Programme.

### **Other Links:**

#### **DEPARTMENT FOR EDUCATION AND SKILLS (DFES)**

[www.dfes.gov.uk](http://www.dfes.gov.uk)

The Department for Education and Skills was established with the purpose of creating opportunity, releasing potential and achieving excellence for all.

#### **EDUCATION MAINTENANCE ALLOWANCE**

[www.dfes.gov.uk/financialhelp/ema](http://www.dfes.gov.uk/financialhelp/ema)

Financial help from the government see if you are eligible. If you're worried about being short of cash if you carry on learning in England, think again, because Education Maintenance Allowance (EMA) can help you stay on course for a brighter future.

#### **DEPARTMENT FOR CULTURE MEDIA AND SPORT (DCMS)**

[www.dcms.gov.uk](http://www.dcms.gov.uk)

We aim to improve the quality of life for all through cultural and sporting activities, to support the pursuit of excellence and to champion the tourism, creative and leisure industries.

#### **UK SPORT**

[www.uk sport.gov.uk](http://www.uk sport.gov.uk)

Established by Royal Charter in 1996, UK Sport works in partnership with the home country sports councils and other agencies to lead sport in the UK to world-class success. UK Sport is responsible for managing and distributing public investment and is a statutory distributor of funds raised by the National Lottery. Accountable to Parliament through the Department for Culture, Media and Sport

#### **ENGLISH INSITUTE OF SPORT (EIS)**

[www.eis2win.co.uk](http://www.eis2win.co.uk)

The English Institute of Sport is at the forefront of the quiet revolution that will change the face of sport in this country. It is a nationwide network of world- class support services, designed to foster the talents of our elite athletes.

#### **SPORT ENGLAND**

[www.sportengland.org](http://www.sportengland.org)

We are an organisation committed to creating opportunities for people to start in sport, stay in sport and succeed in sport. We promote and invest in sport and are responsible for delivering the Government's sporting objectives. We believe sport has the power to change people's lives.

#### **100% Me**

[www.100percentme.co.uk](http://www.100percentme.co.uk)

100% ME is about knowing you don't need to use prohibited substances or methods to succeed in sport.

## **BRITISH OLYMPIC ASSOCIATION (BOA)**

[www.boa.org.uk](http://www.boa.org.uk)

The BOA mission is to maximise the potential of Team GB athletes at future Olympic and Olympic Winter Games whilst developing the Olympic Movement in the UK.

## **UNIVERSITY COLLEGE SPORT**

[www.ucsport.net](http://www.ucsport.net)

University and College Sport has its roots in a number of sport and physical education organisations. Mission is to promote excellence in the provision, management and development of sport in higher & further education.

## **BRITISH ASSOCIATION OF SPORTS AND EXERCISE SCIENCES**

[www.bases.org.uk](http://www.bases.org.uk)

BASES is the UK professional body for all those with an interest in the science of sport and exercise. Sport and Exercise Science is the application of scientific principles to the promotion, maintenance and enhancement of sport and exercise related behaviours.

## **TOTAL SWIMMING**

[www.totalswimming.co.uk](http://www.totalswimming.co.uk)

Total Swimming aims to develop and extend the sporting careers of as many youngsters as possible, whilst at the same time making the journey to success enjoyable and fun.

## **TALENTED ATHLETE SCHOLARSHIP SCHEME**

[www.tass.gov.uk](http://www.tass.gov.uk)

TASS is a Government funded programme that represents a unique partnership between sport and higher and further education. The programme distributes awards to talented athletes that are committed to combining their sport and education. It aims to reduce the drop out of talented athletes from sport and supports and develops the talent of today for sporting success in the future.

## **SKILLS ACTIVE**

[www.skillsactive.org.uk](http://www.skillsactive.org.uk)

Skills Active is the Sector Skills Council for Active Leisure and Learning. It has been established by employers in Sport and Recreation, Health and Fitness.

## **EDEXCEL**

[www.edexcel.org.uk](http://www.edexcel.org.uk)

UK's largest awarded body work with schools, colleges, universities, employers and training providers to help them deliver qualifications to over 2 millions learners worldwide.

## **LEARNING & SKILLS COUNCIL (LSC)**

[www.lsc.gov.uk](http://www.lsc.gov.uk)

Responsible for funding and planning education and training for over 16-year-olds in England.

## **CONNEXIONS**

[www.connexions-direct.com](http://www.connexions-direct.com)

Resources for anyone involved in delivering the government's Connexions initiative, including advisors.