



[www.myactivesg.com/swimsafer](http://www.myactivesg.com/swimsafer)

## **SwimSafer Assessment and Bidding Guidelines**

### **(For Assessor)**

#### **1. Registration as a SwimSafer Assessor**

- 1.1 Only accredited SwimSafer Instructors will be invited to attend the SwimSafer Assessor Workshop.
- 1.2 Upon attending the SwimSafer Assessor Course, candidates are required to register themselves as active SwimSafer Assessors by downloading the SwimSafer Assessor Registration Form from: <http://www.slss.org.sg/Index%20-%20SwimSafer.html>
- 1.2.1 Email completed Assessor Registration Form to: [admin@swimsafer.org.sg](mailto:admin@swimsafer.org.sg)

#### **2. SwimSafer Assessment Bidding Procedure**

- 2.1 An invitation for all SwimSafer Assessors will be sent out twice weekly by SwimSafer Secretariat through email.
- 2.2 To bid for an assessment, SwimSafer Assessor will have to reply to SwimSafer Secretariat ([admin@swimsafer.org.sg](mailto:admin@swimsafer.org.sg)) stating the respective interest.
- 2.3 SwimSafer Secretariat will appoint and acknowledge only successful assessment bids within 2 working days.
- 2.4 SwimSafer Assessors are expected to refrain from bidding for any assessments where there could be a possible conflict of interest. (E.g. Candidate is related to the Assessor or SwimSafer Instructor is a business partner/relative).

#### **3. SwimSafer Assessor Bidding Process**

- 3.1 SwimSafer Assessors will be assigned based on various criteria
  - (i) First-come-first served basis.
  - (ii) Transparency- No conflict of interest.
  - (iii) To encourage new SwimSafer Assessors and less frequent bidders.
  - (iv) Based on Geographical convenience of the SwimSafer Assessor in relation to assessment venue.
- 3.2 SwimSafer Secretariat reserves the rights to appoint the SwimSafer Assessor following any of the stated criteria listed in Para 2.1.
- 3.3 Assigning of SwimSafer Assessor is subject to audit by Sport Singapore.
- 3.4 Concerned party may write to Sport Singapore/SwimSafer Secretariat should there be any concern on adherence to transparency.

- 3.4.1 An administrative fee of \$5 will be levied for an appeal.
- 3.5 In the event if there is no bidder bid on the 1<sup>st</sup> posting, a 2<sup>nd</sup> posting will be posted. If eventually no bidder bids for the assessment, Swimsafer Secretariat shall invite SwimSafer Assessor directly via phone and follow up with an email confirmation to formally appoint the assignment.
- 3.6 SwimSafer Assessors will receive an email confirmation from the SwimSafer Secretariat upon being successfully appointed.
- 3.7 In event that none of the above arrangements is deemed feasible, the assessment will be postponed and this will only be considered as last resort.

#### **4. Arrangement upon Assessor Appointment**

- 4.1 Upon appointment, the SwimSafer Secretariat will inform both the SwimSafer Instructor(s) and SwimSafer Assessor(s) appointed of the relevant arrangements.
- 4.2 SwimSafer Assessor(s) is to liaise directly with the SwimSafer Instructor(s) after which.

#### **5. Conditions for SwimSafer Assessment to be carried out**

- 5.1 SwimSafer Assessor is to **ONLY** conduct official SwimSafer Assessments that are assigned by the SwimSafer Secretariat.
- 5.2 SwimSafer Assessor is to only carry out assessment on the confirmed candidate list, as given by the SwimSafer Secretariat.
- 5.3 Strictly no changes to be made to the assessment form on the ground.
- 5.4 SwimSafer Assessors are allowed to conduct multi-stages testing within the assessing ratio of 1:30 (Assessor: Candidates).
- 5.5 For the concern of safety and supervision, it is strongly not recommended for SwimSafer Assessor to bid for a mixture of a vast varying stage (e.g. Stage 1 & Stage 6)

#### **6 Assessment- Post Assessment Procedures**

- 6.1 SwimSafer Assessor is advised to arrive at the designated venue 10 minutes before the assessment.
- 6.2 SwimSafer assessments can only be carried out after a formal headcount and name cross-checked by the SwimSafer Assessor.
  - 6.2.1 SwimSafer Assessor must ensure that each assessment adheres to the 1:10 (instructor: student) ratio.
- 6.3 No single candidate or instructor will have special treatment during the assessment.
- 6.4 All assessment is to be conducted at an appropriate area and should not interfere with other users of the pool.
- 6.5 SwimSafer Assessor is to ensure that candidates are tested according to the SwimSafer Must See Criteria Guide.
  - 6.5.1 SwimSafer Assessor is to ensure that each candidate goes through every skill requirement for that particular stage and ticks the box accordingly.
  - 6.5.2 SwimSafer Assessor is allowed to request the candidate to re-do a skill where deemed necessary.
  - 6.5.3 SwimSafer Assessor is only allowed to assess the candidate base on the stage(s) indicated on the official Assessment form given by the SwimSafer Secretariat.

- 6.6 Strictly no change is to be made on the SwimSafer assessment form once signed by the SwimSafer Instructor and SwimSafer Assessor.
- 6.7 SwimSafer Assessor is either to submit the result to the Swimsafer Secretariat in person or to scan the result's image and email it to the SwimSafer Secretariat within 3 days upon completion of the assessment.
- 6.8 SwimSafer Assessors are required to keep the original signed SwimSafer assessment form for a year after the assessment, as it may be subject for audit purpose.
- 6.8.1 SwimSafer Secretariat reserves the rights to request from the SwimSafer Assessor the original signed SwimSafer assessment form.

## **7. Appeal and Dispute Management**

- 7.1 SwimSafer Instructor need not sign on the SwimSafer assessment sheet if disagreeable with the result.
- 7.1.1 SwimSafer Assessor is to state on the remark column to state the reasons of disagreement.
- 7.1.2 All appeals and disputes are not to be resolved on the ground.
- 7.1.3 SwimSafer Assessor should not interact with any 3<sup>rd</sup> party. In situations when SwimSafer Assessors are approached by a 3<sup>rd</sup> party, it is important to tactfully control the situation and be open to mediation.
- 7.2 Depending on the severity of incidence, a panel may be called to action and SwimSafer Assessor may be called on as part of the investigation process.

## **8. Payment**

- 8.1 SwimSafer Assessors will be paid an Assessment Fee of \$25 per assignment.
- 8.1.1 SwimSafer Assessors will be remunerated within 1 month from the date of submission of the assessment result
- 8.1.2 Cheque payment will be posted to the SwimSafer assessor's given address.
- 8.3 SwimSafer Assessors will also be paid when conducting a re-scheduled or postponed assessment, if approved by the SwimSafer Secretariat.

## **9. Bad weather Procedures**

- 9.1 It is the responsibility of the SwimSafer Instructor-to contact the appointed SwimSafer Assessor to re-schedule the assessment in case of bad weather.
- 9.2 The re-scheduling is to be the same time and venue of the following week- exactly 7 days later, unless otherwise both parties are comfortable with alternative arrangement.
- 9.2.1 If it the reschedule date falls on a public holiday, the assessment may go on if the parties are agreeable to or it will be held a day after.
- 9.2.2 SwimSafer Instructor will have to consult and arrange with the appointed SwimSafer Assessor on the next available assessment schedule and will after which inform and co-ordinate with the participants.
- 9.2.2 SwimSafer Instructor will be required to inform the SwimSafer Secretariat of the postponement made.

**10 Assessor unable to turn up due to Valid Reasons.**

- 10.1 If the Swimsafer Assessor is unable to turn up of valid reasons. (e.g. medical condition), that SwimSafer Assessor is to inform SwimSafer Secretariat directly for a replacement SwimSafer Assessor
  - 10.1.1. If a replacement SwimSafer Assessor is found available, the SwimSafer appointed Assessor is to inform the SwimSafer Secretariat and to preamp the standby to receive a call from the SwimSafer Secretariat, to formalise the SwimSafer assessment arrangement.
  - 10.1.2 If a replacement SwimSafer Assessor is unavailable, the SwimSafer appointed Assessor is to inform the SwimSafer Secretariat immediately nevertheless.
- 10.2 For SwimSafer Assessor(s) that does not hold evidentiary reason for the no show, they will be subject to investigation for misconduct.

**SWIMSAFER ASSESSOR BIDDING PROCESS CHART**

