

## How to train as a lecturer

### i) General Guidelines

Halliwick AST is committed to encouraging Instructors to become lecturers. After attending a Foundation Course recognised by the Halliwick AST you may register as a Trainee Lecturer. The previous experience of Trainee Lecturers varies greatly, so there are no hard and fast rules. The Halliwick AST Education Committee give the following guidelines:-

- 1 After completing a Foundation Course register your intention to become a Trainee Lecturer, with the Education Committee secretary.
- 2 A Mentor will be asked to give you help and support during your training. Details on the role of the Mentor follow later.
- 3 At the discretion of the Lecturer/course organiser, you may be able to sit in, without payment of the fee, on any accredited Halliwick AST course run by the Association, – if you have already attended that course as a paying participant. Numbers may be restricted to 2 on each course.
- 4 The extent to which you assist on a course will depend on the lecturer in charge of that course and your previous experience. The possibilities are:-
  - i) Listen and observe
  - ii) Be Course Assistant
  - iii) Be a Pool Demonstrator  
an extra person to make up the numbers in a pool session  
be a 'body' for the lecturer
  - iv) Give one or more lectures and supervise a group in the pool session
- 5 You will receive a CD of the Foundation Course Lecturers Pack – Volumes 1 – 4
- 6 You may, if you wish, attend National Education Committee meetings and seminars. Contact the Education Secretary for details. Enquire from your Regional secretary about Regional meetings. If you attend the meetings, you will receive the Minutes.
- 7 You will receive Halliwick AST Newsletters and Education Updates. Some of the information in previous updates is still relevant. Your Mentor should be able to make back copies available to you.
- 8 You will also receive the IHA Education and Research Committee Information updates.
- 9 You can apply to attend International seminars.

## **How to train as a lecturer continued**

### **Gaining experience**

During your training you may wish to borrow books, videos and lecturing equipment (e.g. effects of water models). These may be available from your Mentor or the Course Lecturer. Acquiring everything you need to lecture takes time, so if you intend lecturing independently, start collecting!

You have a choice of training with one particular lecturer or more than one. You are strongly advised to get experience with more than one lecturer and at different venues.

### **Experience to be gained in a club or group**

Instructing swimmers and leading groups  
Teaching pool work to new helpers, as a training instructor.  
Giving lectures / talks at club level.

### **Personal training / attainment**

Attend the following courses and gain as many of the qualifications as possible:-

#### **Courses**

- Advanced Course Teaching the Halliwick Concept
- Assessor's course
- Lecturer's course

#### **Qualification**

- Halliwick Instructor's Certificate (HIC) (This is a pre-requisite for assessment)
- Training Instructor's Certificate (TIC) (This is strongly recommended)
- Group Leader's Certificate (GLC)
- Course Assistant / Pool Demonstrator (CAPD)

**Experience to be gained on courses** in addition to that listed on the previous page:-

- 1 Prepare and submit lecture notes and audio visual aids to the Lecturer at least 2 weeks prior to the course, so he/she can check them, and make suggestions if required
- 2 Give prepared lecture under supervision. Complete the assessment sheet. The lecturer may need to clarify some points of the lecture to course participants.
- 3 After discussion with the lecturer(s) and the Mentor, the trainee lecturer decides when to submit himself / herself for assessment by completing the Application form for assessment and getting it countersigned as appropriate.