

# **Learner Registration and Certification Policy**

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## **Policy Summary**

This policy is an internal administration policy ONLY to be seen by those who have access to Swim Tutor STA Online.

## List of staff who can register Course, Learners, and Certificates

- Fiona Leeson ATC Centre Coordinator – [Hello@swimtutor.co.uk](mailto>Hello@swimtutor.co.uk)

## **Policy for Learner Registration**

Learners' registration will be done in line with the latest Safety Training Awards ATC Manual.

Swim Tutor aims to register learners for their course via STA Online prior to the course start date using the 'Invite' function on STA Online. Where this is not possible learners will be registered using the "invite on behalf" function by the staff above within 48 hours of the course start date.

Should there be an issue with the registration of a learner, the Centre Administration at Safety Training Awards will be emailed with the appropriate details of the learner to resolve the issue.

## **Policy for Certificating Learners**

Certification of learners will be done in line with the latest Safety Training Awards ATC Manual.

Swim Tutor aim to enter the results of the learners within 48 hours of the course completion providing that:

- The External Assessor has fully completed all the necessary documents as appropriate for the qualification.
- The Second Marker has agreed and fully completed all the necessary documents as appropriate for the qualification.

## Monitoring and Review

This policy was written by Fiona Leeson trading as Swim Tutor in March 2023.

This policy will be reviewed annually from the version date, and/or after any appeals have been made, to ensure this policy is fit for purpose.

Review Number	Date of Review	Purpose and Details of Change	Initial
001	24/4/2024	No changes	FL
002	11/11/2025	Synergy to STA Online	FL