Section 5B: AUSI Scuba Teaching Guidelines

ASSISTANT SCUBA INSTRUCTOR – July 2008

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COURSE PLANNING

The AUSI Assistant Scuba Instructor course is designed to introduce the prospective instructor to the key areas of diver training, namely:

1. Classroom Teaching,
2. Practical Skills Teaching,
3. Student Dive Leadership, and
4. Introductory Scuba Dives.

The training process involves the following:

1. Instructor Development Lectures, and
2. Candidate presentations on aspects of the AUSI Level I & Level II Scuba Diver course.

NOTE: (a) Divers who wish to begin a career in recreational scuba diving can partake in the AUSI Assistant Scuba Instructor course, however they can only be certified as an **AUSI Scuba Assistant** until all the certification requirements for AUSI Assistant Scuba Instructor have been completed.
(b) An **AUSI Scuba Assistants** can only assist up to the level of their training ie an AUSI Level II Scuba Diver/Scuba Assistant cannot assist at AUSI Level III until they are certified as an AUSI Level III Scuba Diver and cannot assist at AUSI Level IV until having they are certified as an AUSI Level IV Scuba Diver etc.

Instructor

The course can only be conducted by an AUSI Level VII Scuba Instructor or higher.

Ratios

1. Theory 12:1,
2. Presentations 6:1, and
3. Ocean 4:1.

Prerequisites

Before conducting the course ensure that students meet all prerequisites.

AUSI Assistant Scuba Instructor

Before participating on the course each candidate must:

1. Be at least 18 years of age,
2. Be a certified AUSI Level VI Scuba Professional or approved equivalent,
3. Possess the minimum diving equipment as listed below,
4. Hold a current scuba medical *(see AUSI Definitions),*
5. Hold a current work place first aid certificate,
6. Hold a current CPR certificate,
7. Hold a current oxygen provider certificate,
8. Have in the previous six months:
   a. Observed a minimum of two introduction to scuba programs, and
   b. Observed a minimum of one complete AUSI Level I & II Scuba Diver (Open Water) courses.

AUSI Scuba Assistant

Prerequisites for the AUSI Scuba Assistant course are:

1. Be at least 16 years of age,
2. Be a certified AUSI Level II Scuba Diver or approved equivalent, and
3. Hold a current scuba medical *(see AUSI Definitions).*

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Materials

During the course it is compulsory for the instructor to use the following:

1. **AUSI Open Water Scuba Manual** or AUSI Level II Scuba Diver Course Notes,
2. **AUSI Instructor Course Notes,**
3. *AUSI Assistant Scuba Instructor Training Record,*
4. *AUSI Classroom Lesson Planner,*
5. *AUSI Assessment Forms,*
6. **AUSI Certification Sheet** (for AUSI Scuba Assistant candidates), and
7. *AUSI Professional Annual Renewal Form* (for AUSI Assistant Scuba Instructor candidates).

Items 1, 2, & 6: Can be purchased from AUSI Head Office.

In lieu of Item 1 & 2: AUSI Level II Scuba Course Notes, AUSI Scuba Instructor Course Notes and lesson reviews (AUSI Scuba Learning Modules 1, 2, 3, 4, 23, 24, 25, & 26) can be downloaded from www.ausi.com.au.

Items 3, 4 5, & 7: Can be photocopied from the Course Materials section of the AUSI Instructor Manual or registered instructors can download an AUSI Scuba Instructor Trainer Pack from www.ausi.com.au.

Equipment

Each instructor and candidate shall use the equipment listed below during all practical training and ocean diving throughout the course:

1. Mask, snorkel and fins,
2. Approved air cylinder and valve (Australian Standard AS 2030.1 or equivalent),
3. Buoyancy control device with scuba feed inflator designed to maintain the head above water surface when inflated (separate back pack, if appropriate),
4. Regulator with a balanced first stage,
5. Alternate air source,
6. Depth and cylinder pressure gauges, timing device and compass,
7. Adequate exposure protection with appropriate quick release weight system, and
8. Compass and knife.

Note: Equipment list is as required by Australian Standard AS 4005.1-2000.

When training involves the use of a boat the boat must comply with the requirements of the relevant regulatory authority, must be attended at all times by a competent attendant and the following shall be available:

1. Safety equipment as required by the relevant regulatory authority,
2. Highly visible float with mermaid line,
3. Descent/ascent line incorporating a safety stop facility,
4. Notebook and pen,
5. Datum marker eg GPS or shot line, and
6. Spare fully charged scuba unit.

During all diving operations, the following emergency first aid equipment shall be readily available along with a competent operator:

1. Appropriate first aid kit with supplies suitable for treating diving injuries, and
2. An oxygen resuscitator capable of delivering 100% oxygen with an adequate supply of oxygen taking into account location and access to medical facilities.

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Suggested Timetable

Below is a suggested course timetable:

WEEKEND COURSE

Day 1	19:30	**Introduction**
	20:30	**AUSI Philosophy**
Day 2	07:00	Skill & Rescue Evaluation
	09:00	**Classroom Presentation**
	11:00	Lesson Planning (Group exercise)
	12:00	Lunch
	13:00	**Practical Skill Teaching**
	15:00	Practical Skill Presentations (2 per candidate)
	18:00	Dinner
	2000	**Conducting Introductory Scuba Dives**
Day 3	08:00	**Ocean Training Dives**
	10:00	Practical Dive Leaderships (Group exercise)
	12:00	Lunch
	13:00	Conducting Introductory Scuba Dives (Practical exercise)
	15:00	Classroom Presentations (2 per candidate)
	17:00	Debrief

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INSTRUCTOR DEVELOPMENT LECTURES

Introduction

The following materials are required for the introductory session:

1. **AUSI Instructor Course Notes** or relevant AUSI Course Notes,
2. *AUSI Medical History Form or approved equivalent,* and
3. *AUSI Assistant Scuba Instructor Training Record.*

During the introductory session, which must be done before any practical sessions are conducted, the AUSI Scuba Instructor Trainer is required to do the following:

1. Have each candidate complete the *AUSI Medical History Form* or approved equivalent and check carefully,
2. Sight and record evidence that each candidate has met all course prerequisites,
3. Have each candidate fill-in and sign the prerequisite section of the *AUSI Assistant Scuba Instructor Training Record* and counter sign,
4. Explain the AUSI Pathway and where the current course fits in,
5. Explain the responsibilities of an AUSI Assistant Scuba Instructor,
6. Explain the structure of the AUSI Assistant Scuba Instructor course,
7. Explain assessment procedures,
8. Discuss the course timetable,
9. Discuss the course equipment requirements,
10. Explain the requirements for certification, and
11. Explain the requirements for registration & annual renewal.

The recommended text books for those students who wishing to do further reading are:

1. **Recreational Scuba Diving** – Sinclair & Kenley,
2. **Oxygen First Aid** - J. Lippmann,
3. **The DAN Emergency Handbook** - J. Lippmann & S. Bugg,
4. **The Sport Diving Medical** - Parker
5. **Scuba Safety In Australia** - Wilks, Knight & Lippmann, and
6. **Diving Medicine For Scuba Divers** - Edmonds, McKenzie & Thomas.

All texts are available from AUSI Head Office.

Theory Sessions

The AUSI Assistant Scuba Instructor course consists of four theory presentations and lesson reviews, which should be conducted in accordance with the Classroom Presentation section of the **AUSI Instructor Course Notes**.

The topics covered are detailed below:

AUSI Philosophy	*(AUSI Scuba Learning Module 23)*
Classroom Presentation	*(AUSI Scuba Learning Module 24)*
Practical Skills Training	*(AUSI Scuba Learning Module 25)*
Ocean Training Dives	*(AUSI Scuba Learning Module 26).*

The **AUSI Scuba Instructor Course Notes** or relevant AUSI Course Notes must be made available to the students during the theory sessions.

The *AUSI Assistant Scuba Instructor Training Record* is to be updated at the end of every theory session.

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Personal Skill Evaluation

Each candidate is to undergo personal skill evaluation during the course, which is to be conducted by the AUSI Scuba Instructor Trainer or another nominated AUSI Level VII Scuba Instructor or higher.

The following skills are to be evaluated in the Skill & Rescue Evaluation session:

1. Entries & exits,
2. Mask skills,
3. Swimming underwater without a mask,
4. Regulator skills,
5. Out of air and low air procedures,
6. Buoyancy skills including determining neutral buoyancy,
7. Weight system - surface removal & replacement,
8. Scuba equipment - underwater removal and replacement, and
9. Diver assistance techniques - tired diver tows and cramp release techniques.

The following are continually assessed throughout the course:

1. Equipment assembly & disassembly,
2. Buddy system techniques, and
3. Equipment care & maintenance.

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Candidate Presentations

The overall aim of candidate presentations is to have the candidate present various aspects of the AUSI Level I & II Open Water Course with including the requirements for conducting introductory scuba dives. All presentations are to be assessed and the AUSI Scuba Instructor Trainer is to ensure theory knowledge, teaching skills, diving skills and leadership qualities are discussed to enhance candidate knowledge and skill.

Where relevant, the candidate will use the AUSI Level I and Level II Scuba Diver Teaching Guidelines, AUSI Scuba Adventure Briefing Sheets, AUSI Level I and II Scuba Diver Course Notes ie the AUSI Open Water Scuba Diving Manual and AUSI Cue Cards as a guide to each presentation.

There are four teaching areas to be covered:

1. Classroom Teaching,
2. Practical Skills Teaching,
3. Student Dive Leadership, and
4. Introductory Scuba Diving (Resort Diving).

Each presentation is to be assessed using the relevant AUSI Assessment Form and assessment forms must be filed in the candidate's course file.

Using the AUSI Assessment Forms

The AUSI Assessment Forms are designed to give a competency-based result ie either a pass or a fail. A performance mark is also given that acts as a guide to the candidate's overall performance.

Performance is rated according to the following criteria:

< 60	unsatisfactory
60-70	poor
71-80	average
81-90	good
> 90	excellent.

For example, FAIL/83 means key elements were missed but the overall performance was good
PASS/67 means key elements were present but the overall performance was poor.

When calculating the performance mark, assessors are to deduct full point value when a point is missed or not made strongly enough eg. if a candidate gives a reason to learn but it was not very good or not very convincing then it is scored as being given but no marks are allocated.

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1. **Classroom Teaching**

To pass the Classroom Teaching section of the course the candidate must present at least one satisfactory “micro-lesson” ie short 10-15 minute complete lesson. Topics must be chosen from either AUSI Scuba Learning Module One, Two, Three or Four.

Micro lessons must be carefully assessed using the *AUSI Classroom Teaching Assessment Form* with the assessing instructor carefully recording what they see and making relevant comments. Candidates should be encouraged to use the AUSI Classroom Lesson Planner when planning and presenting classroom presentations.

After completion of each presentation the assessing instructor must give the candidate carefully worded feedback on their performance. It is important that feedback be as positive and constructive as possible and includes comments on the candidate’s theory knowledge.

If the audience used for the presentation is a manufactured audience ie not real students, then the audience must be briefed to behave and answer questions as real students would be expected to behave. Unruly behaviour and giving stupid answers is clearly unacceptable and only serves to unnecessarily upset the candidate.

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2. **Practical Skills Teaching**

To pass the Practical Skills Teaching section of the course the candidate must present at least one satisfactory "micro-lesson" ie short 10-15 minute complete lesson. Topics must be chosen from the following list:

a. Scuba assembly & disassembly,
b. Entry & exit procedures:
    i. Seated Entry, and
    ii. Step Entry,
c. Underwater clearing of water from a regulator by two methods,
d. Regulator retrieval,
e. Descent & ascent procedures,
f. Mask clearing,
g. Use of an alternative air source in an emergency,
h. Weight system removal & replacement,
i. Equipment removal & replacement both on surface and at depth,
j. Underwater buoyancy control:
    i. Fin Pivot, and
    ii. Hover.

Micro lessons must be carefully assessed using the *AUSI Scuba Practical Skills Teaching Assessment Form* with the assessing instructor carefully recording what they see and making relevant comments.

After completion of each presentation the assessing instructor must give the candidate carefully worded feedback on their performance. It is important that feedback be as positive and constructive as possible and includes comments on the candidate's personal diving skills and safety.

If the audience used for the presentation is a manufactured audience ie not real students then the audience must be briefed to behave and answer questions as real students would be expected to behave. Unruly behaviour and giving stupid answers is clearly unacceptable and only serves to unnecessarily upset the candidate.

In practical presentations the candidate must be given problems to solve including group control. Given problems must resemble situations that would be experienced with real students. Once a problem has been identified and solved and/or the candidate has regained control then the lesson should be allowed to proceed. It is also important not to overload the lesson with too many problems to solve; one or two problems per lesson are quite adequate.

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3. **Student Dive Leaderships**

The aim of the student dive leadership exercise is to prepare the candidate to be a useful assistant to an AUSI Scuba Instructor. The AUSI Assistant Scuba Instructor shall never be solely in charge of students in the ocean. The candidate needs to understand the key elements of the dive leadership, and the sequence, so that they can anticipate the needs of AN AUSI Scuba Instructor.

To pass the Student Dive Leadership section of the course the candidate must present at least one satisfactory student dive leadership exercise. Topics must be chosen from the following list:

a. General brief, equipment organisation & arrival,
b. Dive brief,
c. Gear up, entry & surface control
d. Final Brief, descent, underwater swimming & ascent, and
e. Surface control, exit & dive end.

The aim of the student dive leadership exercises is to primarily prepare the AUSI Level I Scuba Instructor candidate for the role of conducting introductory scuba dives. However, the AUSI Level I Scuba Instructor candidate needs to also understand all key elements of dive leadership so when acting as an assistant they can anticipate the needs of the higher-level AUSI Scuba Instructor they are assisting.

Each dive leadership exercise should be conducted with one of the candidates acting as the instructor and at least two mock students who are made up from the other candidates and the AUSI Scuba Instructor Trainer or an assistant who is an AUSI Level II Scuba Instructor or higher.

The dive leadership exercise should be as realistic as possible with the mock students presenting only the problems that the AUSI Scuba Instructor Trainer or the assistant has briefed them on. There should not be more than two problems to solve per presentation and the candidate should also be given a group control incident to deal with such as potential separation or a surface problem such as cramp or distraction. The *AUSI Scuba Student Dive Leadership Assessment Form* must be used by the AUSI Scuba Instructor Trainer (or assistant) to record each candidates performance and should be discussed in detail during the debrief session.

When conducting the exercise as a group exercise then it is suggested that the dive leadership be sectioned into the topics listed above.

The AUSI Scuba Instructor Trainer must ensure that candidates are not put into potentially dangerous situations when performing as mock students with problems or as the dive leader. Only take the scenario to the point where the lesson can be learnt without endangering safety.

Exercises should be conducted so each candidate performs the in-water section of the dive leadership as the instructor. Once in the water, each candidate in turn, takes over on surface and performs the surface-to-surface components ie, final brief, descent, dive, ascent, and surface control.

The underwater phase of the exercise need take no longer than ten minutes, enough time to attempt a separation, have an incident and see that a number of air checks are completed. Keep the depth of the dive shallow, ideally 3 - 6 metres (10-20’), so repetitive dives can be done safely to allow all candidates to lead the in-water section.

After completing their turn each candidate should be given a quick debrief whilst still in the water before the next candidate takes their turn. Feedback should be as positive and constructive as possible and include comments on the candidate’s personal diving skills, leadership and safety.

Candidates should use available materials eg **AUSI Scuba Dive Leadership Cue Card,** so that the dive leadership includes all required components.

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4. **Introductory Scuba Diving**

To pass the Introductory Scuba Diving section of the course the candidate must satisfactorily be involved in at least one exercise from the following list:

a. Participant selection,
b. Administrative procedures,
c. Theory briefing,
d. Skill training,
e. Underwater tour, and
f. Debrief.

The candidate needs to demonstrate understanding of the key elements of the introductory scuba program as listed above.

During the course, candidates must to be exposed to and debriefed on the key elements prior to final examination. To achieve this, a series of simulated exercises should be conducted where all candidates are involved by role-playing as students and instructors on a rotation basis. The AUSI Scuba Instructor Trainer must assess and debrief each section of the simulated exercise.

After completing their turn each candidate should be given a quick debrief whilst still in the water before the next candidate takes their turn. Feedback should be as positive and constructive as possible and include comments on the candidate's personal diving skills, leadership and safety.

Exercises should be as realistic as possible with the mock students simulating no more than one or two realistic problems per candidate plus an attempted vertical or horizontal separation. An *AUSI Resort Dive Assessment Form* shall be used by the AUSI Scuba Instructor Trainer and should be discussed in detail during the debrief session.

The underwater phase of the exercise need take no longer than ten minutes, enough time to attempt a separation, have an incident and see that a number of air checks are completed. Keep the depth of the dive as shallow as possible, ideally three - six metres (10–20ft), so repetitive dives can be done safely to allow all candidates to lead the in-water section.

The AUSI Scuba Instructor Trainer must ensure that no one, either the candidate or mock students, are put in potentially dangerous situations. Scenarios should only be taken to the point where the lesson can be learnt without endangering safety.

Candidates are permitted to use available materials eg **AUSI Resort Dive Cue Card** so that the dive includes all the required components.

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ASSESSMENT GUIDELINES

Final assessment of an AUSI Assistant Scuba Instructor will be conducted by an AUSI Instructor Trainer and the final outcome will be based on results received in the following areas:

1. Classroom Teaching,
2. Practical Skills Teaching,
3. Student Dive Leadership,
4. Introductory Scuba Diving, and
5. Internship.

All assessment forms must be kept in the candidate's course file and all final results summarised on the *AUSI Assistant Scuba Instructor Training Record*.

Classroom Teaching

1. Candidate must present a minimum of two micro lessons on two different topics,
2. Assess using *AUSI Classroom Presentation Assessment Form,* and
3. Candidate must pass at least one presentation, where a pass is when a candidate scores the minimum required in the "must" column of the assessment form.

Practical Skills Teaching

1. Candidate must present a minimum of two micro lessons on two different skills,
2. Assess using *AUSI Practical Presentation Assessment Form,* and
3. Candidate must pass at least one presentation, where a pass is when a candidate scores the minimum required in the "must" column of the assessment form.

Student Dive Leadership

1. Candidate must be involved with at least two dive leadership exercises,
2. Assess using *AUSI Dive Leadership Assessment Form,* and
3. Candidate must pass their section of the final exercise, which is to be conducted in the ocean.

Introductory Scuba Diving

4. Candidate must be involved with at least two dive leadership exercises,
5. Assess using *AUSI Dive Leadership Assessment Form,* and
6. Candidate must pass their section of the final exercise, which is to be conducted in the ocean.

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Internship

Prior to being certified as either an AUSI Assistant Scuba Instructor or an AUSI Scuba Assistant the candidate must sit through a complete AUSI Level II Scuba Diver coarse to the satisfaction of the AUSI Scuba Instructor conducting the course.

The purpose of the internship is to provide the candidate with a detailed overview of the conducting an AUSI Level II Scuba course so that the candidate gains an appreciation of the following aspects.

During the internship the supervising instructors are to ensure the candidate attends all sessions and is given meaningful explanations of the following:

1. Dive school organisation,
2. Course programming,
3. Lesson planning & presentation,
4. Dive site selection, planning & execution, and
5. Equipment storage & repair procedures.

It is also very important to have the intern work with students and allow them an opportunity to give some small lesson presentations. Any lesson presentations must be assessed using the relevant AUSI Assessment Form which then must be placed in the trainees course file after an appropriate debrief on their performance.

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CERTIFICATION

AUSI Assistant Scuba Instructor

AUSI Head Office will issue the student's AUSI Assistant Scuba Instructor certification upon receipt of a completed *AUSI Professional Annual Renewal Form* with relevant documentation, two passport photographs and appropriate fee.

Before applying ensure that the candidate is at least 18 years of age and has:

1. Met all prerequisite requirements,
2. Completed all aspects of the AUSI Assistant Scuba Instructor Training Program including appropriate assessments,
3. Completed all internship requirements,
4. A current diving medical,
5. A current work place first aid certificate or approved equivalent,
6. A current CPR certificate or approved equivalent, and
7. A current oxygen provider certificate or approved equivalent.

AUSI Scuba Assistant

Before issuing certification the instructor must ensure that:

1. All aspects of the course and appropriate assessments are complete, and
2. The relevant sections of the *AUSI Assistant Scuba Instructor Training Record* are completed by both the student and instructor

When preparing the certification card and certificate:

1. Ensure all required details are accurately completed,
2. Ensure the Instructor signs the certificate and certification card,
3. Fill in the details of the other certification in the "*previous highest certification*" section of the student profile on the **AUSI Certification Sheet**, if a dual certification is issued,
4. Before printing, recheck all details,
5. Before laminating the certification card, affix passport photograph and sign card, and
6. Issue certificate and card to student.

The Student Profile section must be returned to AUSI Head Office by the 14th day of the next month.

If certification is not issued the instructor is to ensure appropriate follow through.

NOTE: **1.** The student **must** be reminded that the qualification only allows the student to act as an instructor's assistant **not** an assistant instructor. To be become a certified AUSI Assistant Scuba Instructor then all the certification requirements as listed below must be satisfied.

2. Plastic AUSI Certification Cards are available via www.ausi.com.au

DEBRIEF

The AUSI Instructor Trainer must conduct an individual debrief with each candidate at the conclusion of their training.

During the debrief strengths and weaknesses should be brought to the attention of the candidate in a positive manner.

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AUSI ASSISTANT SCUBA INSTRUCTOR

COURSE MATERIALS

AUSI MEDICAL HISTORY FORM

AUSI ASSISTANT SCUBA INSTRUCTOR TRAINING RECORD

AUSI CLASSROOM LESSON PLANNER

AUSI CLASSROOM PRESENTATION ASSESSMENT FORM

AUSI PRACTICAL PRESENTATION ASSESSMENT FORM

AUSI DIVE LEADERSHIP ASSESSMENT FORM

AUSI RESORT DIVE ASSESSMENT FORM

AUSI PROFESSIONAL ANNUAL RENEWAL FORM

Please photocopy the forms for use as necessary from this section of your AUSI Instructor Manual.
OR
Registered instructors can download an AUSI Scuba Instructor Trainer Pack from www.ausi.com.au.

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Form 1 (0708) - AUSI MEDICAL HISTORY FORM

This form is used for the assessment of potential problems for persons wishing to partake in AUSI Snorkel or AUSI Scuba programs. In the interest of your safety it is important that you give true, full and complete answers to all questions. Your instructor may advise you to have a full diving medical before diving or may recommend that you do not dive at all.

IMPORTANT: Do you understand that incorrect or misleading information can lead to serious injury resulting in permanent damage or death? YES ☐ NO ☐

A. PERSONAL DETAILS

Name _____ Date of Birth ___/___/___

Address _____

Contact Email: _____ Mobile: _____ Phone: _____

Sex : Male ☐ Female ☐ Occupation _____

Where did you hear about this course? _____

B. GENERAL INFORMATION

	YES	NO	
1. Are you a non-swimmer?	☐	☐	
2. Have you ever had trouble in water?	☐	☐	Details _____
3. Have you scuba dived previously?	☐	☐	Details _____
4. Are you in good health?	☐	☐	Details _____
5. Are you on any medication?	☐	☐	Details _____
6. Operations within the last six months?	☐	☐	Details _____
7. Is there a family history of heart disease?	☐	☐	Details _____
8. Do you have any disease or disability	☐	☐	Details _____
9. Do you smoke?	☐	☐	

Pack Years (Should be < 10)

Cigarettes per day ☐ Multipliy by years of smoking ☐ Divide by 20 = ☐

	YES	NO
10. Have you consumed alcohol or any other drugs within the last 24 hours?	☐	☐
11. Will you be flying or going to altitudes above 300m within 24 hours after your last scuba dive?	☐	☐

Do you suffer from, or have you ever suffered any of the following?

12. Ear problems when flying or diving	☐	☐	16. Migraine or severe headache	☐	☐
13. Ruptured eardrum	☐	☐	17. Depression, claustrophobia or panic attacks	☐	☐
14. Chronic ear discharge or infection	☐	☐	18. Back problems	☐	☐
15. Sea sickness	☐	☐	19. Recompression for a diving related illness	☐	☐

C. MEDICAL HISTORY - Do you suffer from, or have you ever suffered any of the following?

	YES	NO		YES	NO
1. Ear surgery (other than drainage)	☐	☐	11. Pneumothorax (collapsed lung)	☐	☐
2. Persistent ringing noises or deafness	☐	☐	12. Persistent fainting or blackouts	☐	☐
3. Persistent loss of balance	☐	☐	13. Head injury requiring hospitalisation	☐	☐
4. Persistent allergies affecting nose/sinuses	☐	☐	14. Epilepsy or fits	☐	☐
5. Persistent cough or coughing blood	☐	☐	15. Any brain or spinal disorder	☐	☐
6. Recurrent chest/lung infections/problems	☐	☐	16. Diabetes	☐	☐
7. Abnormal chest pain	☐	☐	17. Heart disease	☐	☐
8. Chest surgery (heart or lung)	☐	☐	18. High blood pressure	☐	☐
9. Abnormal shortness of breath	☐	☐	19. Pulse irregularities	☐	☐
10. Asthma, wheezing or use of a puffer	☐	☐	20. Are you pregnant. or trying to be pregnant?	☐	☐

D. DECLARATION

I certify that the above information is true and complete to the best of my knowledge and I hereby authorize Dr _____ Phone # _____ to supply medical information relevant to this course regarding me to my instructor in my own personal interest.

Student's signature _____ Date ___/___/___

Instructor's signature _____ Instructor #: _____

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AUSI ASSISTANT SCUBA INSTRUCTOR TRAINING RECORD (0608 – 1/2)

Candidate's Name: _____ **Course No.:** _____

Course Director: _____ **AUSI No.:** _____

Course Location: _____ **Course Date:** _____

AUSI Facility: _____ **Facility No.:** _____

PREREQUISITES

At least 18 years of age	Date of Birth	_____		
Medical Certificate (AS/NZS2299.1)	Date	_____	Doctor's Details	_____
AUSI Level VI Pro or equivalent	Date	_____	Agency / Cert. No.	_____
Work Place First Aid	Date	_____	Issued by	_____
CPR Certificate	Date	_____	Issued by	_____
Oxygen Provider Certificate	Date	_____	Issued by	_____
Pre-course Internship	Date	_____	Details	_____

INSTRUCTOR DEVELOPMENT LECTURES

	Date	Instructor's Name & Number
AUSI Philosophy	_____	_____
Classroom Presentations	_____	_____
Practical Skills Training	_____	_____
Ocean Training Dives	_____	_____
Professional Responsibilities	_____	_____

CLASSROOM TEACHING PRESENTATIONS

Date	Topic	Result	Mark	Assessor's Name / No.

PRACTICAL SKILLS TEACHING PRESENTATIONS

Date	Topic	Result	Mark	Assessor's Name / No

STUDENT DIVE LEADERSHIP PRESENTATIONS

Date	Topic/Dive Site	Result	Mark	Assessor's Name / No

INTRODUCTORY SCUBA DIVING PRESENTATIONS

Date	Topic/Dive Site	Result	Mark	Assessor's Name / No

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AUSI ASSISTANT SCUBA INSTRUCTOR TRAINING RECORD (0608 – 2/2)

Candidate's Name: _____ **Course No.:** _____

COURSE RESULTS		**Results**
Teaching Skills	Classroom Teaching	
	Practical Skills Teaching	
	Student Dive Leadership	
	Introductory Scuba Diving	

OVERALL RESULT

PASS/PROVISIONAL/FAIL _____

If Provisional, state conditions _____

Course Director's Name _____ **AUSI No.** _____

Course Director's Signature _____ **Date** _____

Other comments:

AUSI LEVEL ASSISTANT INSTRUCTOR CERTIFICATE OF COMPLETION

I _____ on this day _____ hereby state that the above record of my AUSI Assistant Scuba Instructor training is correct.

Candidate's Name: _____ Signature: _____ Date: _____

REGISTRATION Forward the following to AUSI head Office

Completed AUSI Professional Registration Form	
Completed AUSI Assistant Scuba Instructor Training Record (this form)	
All course AUSI Assessment Forms	
Two passport photographs	
Appropriate fee	

AUSI
PO Box 202
Queenscliff
Victoria 3225
AUSTRALIA

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9. ESTABLISH UNDERSTANDING

10. RESTATE IMPORTANT POINTS

11. END STATEMENT

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TOPIC

MATERIALS

AIMS

PRIOR KNOWLEDGE

==========

1. INTRODUCTIONS (SMILE & NAME ON BOARD)
2. PAPERWORK
3. LESSON REVIEW FOR PREVIOUS LESSON
4. TOPIC ON BOARD
5. REASON TO LEARN
6. SCOPE
7. START POINT

8. CONTENT AND BOARD PLAN

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AUSI CLASSROOM PRESENTATION ASSESSMENT FORM

Candidates Name: _____ **Date:** _____

Assessors Name: _____ **Instructor #:** _____

Topic: _____ **Core: Y / N** **Lesson #:** _____

Time Started: _____
Time Finished: _____
Time Taken: _____
Time Allowed: _____

START	Must	Should	Value	Deduct	COMMENTS
Name - self		❑	1		
Name - students		❑	1		
SRF/Log Book		❑	1		
Lesson Review		❑	2		
INTRODUCTION					
Topic - verbal	❑		1		
Topic - written		❑	1		
Reason to learn	❑		4		
Scope - verbal	❑		4		
Scope - written		❑	1		
Start linked to prior learning		❑	3		
AIDS					
Whiteboard ❑ or OHP ❑ as major aid	❑		2		
Planned major aid		❑	3		
Effective use of major aid		❑	3		
Course notes used		❑	1		
Other aids used		❑	2		
Effective use of other aids		❑	3		
Not constantly talking to board		❑	1		
QUESTIONS					
Questions used	❑		4		
Feedback given		❑	2		
Relevant		❑	2		
Listening to answers		❑	3		
Not constantly answering own questions		❑	1		
Effective class involvement		❑	3		
CONTENT					
All essentials covered	❑		3		
Information is relevant		❑	2		
Logical sequence		❑	3		
Any new terminology explained		❑	1		
Correct use of terminology		❑	1		
Use of students previous knowledge		❑	3		
Adequate theory knowledge		❑	3		
GENERAL					
Voice clear	❑		2		
Eye contact		❑	1		
Good personal presentation		❑	2		
Enthusiastic		❑	3		
Organised		❑	2		
Own experiences used		❑	3		
Use of neutral language (eg no swearing or slang)		❑	2		
Correct spelling		❑	1		
No annoying tics or repetitive phrases		❑	2		
Class controlled	❑		4		
Classroom arrangement		❑	2		
No distractions in classroom		❑	1		
END					
Establish understanding	❑		4		
Restatement of main points	❑		4		
Effective conclusion		❑	2		
POSSIBLE	10	35		100	
TOTALS					**PASS / FAIL**
MINIMUM REQUIRED	9	24		**SCORE**	
WAS LESSON SAFE? (NO = FAIL) - explain why!	❑				

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General Note: If one of the essential points is missed a pass can still awarded but the same point cannot be missed in any subsequent lessons. An UNSAFE lesson **MUST** fail!.

..

AUSI PRACTICAL PRESENTATION ASSESSMENT FORM

Candidates Name: _____ **Date:** _____

Assessors Name: _____ **Instructor #:** _____

Topic: _____ **Core: Y / N** **Lesson #:** _____

Time Started: _____
Time Finished: _____
Time Taken: _____
Time Allowed: _____

INTRODUCTION	Must	Should	Value	Deduct	Comments
Name - self		❑	1		
Name - students		❑	1		
Buddy pairs	❑		1		
Buddy checks	❑		1		
Instructor double check		❑	2		
Instructor's gear checked		❑	1		
Effective positioning		❑	2		
THE SKILL					
Name of skill		❑	1		
Any new terminology defined		❑	2		
Reason to learn skill	❑		3		
Teaching points in logical order		❑	3		
All crucial teaching points covered	❑		3		
DEMONSTRATION					
Demonstration of skill	❑		3		
Demonstration is correct		❑	3		
Demonstration is slow & clear		❑	2		
Restatement of teaching points		❑	2		
PRACTICE					
Surface practice		❑	2		
Underwater practice		❑	2		
First attempt observed		❑	3		
Corrections made		❑	3		
Repetition	❑		3		
Instructor observing practice		❑	3		
Problems identified & solved	❑		3		
Students kept busy		❑	3		
Debrief on practice		❑	3		
Debrief includes positive encouragement		❑	2		
Appropriate extension skills used		❑	2		
DESCENT & ASCENT PROCEDURES					
Clear instructions before descent		❑	1		
Warnings - ears & lungs	❑		3		
Correct descent procedure		❑	3		
Correct ascent procedure		❑	3		
Correct surface drill	❑		3		
GENERAL					
Voice clear	❑		3		
Constant air checks	❑		3		
Class controlled	❑		3		
Masks on faces	❑		3		
Instructors equipment in good condition		❑	1		
Enthusiastic		❑	2		
Organised		❑	2		
Use of neutral language (eg no swearing or slang)		❑	2		
No annoying tics or repetitive phrases		❑	2		
Students involved using questions		❑	2		
Effective use of time		❑	3		
END					
Effective conclusion		❑	1		

	Must	Should		Deduct	
POSSIBLE	13	31		100	
TOTALS					**PASS / FAIL**
MINIMUM REQUIRED	12	20		**SCORE**	
WAS LESSON SAFE? (NO = FAIL) - explain why!	❑				

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General Note: If one of the essential points is missed a pass can still awarded but the same point cannot be missed in any subsequent lessons. An UNSAFE lesson **MUST** fail!.

..

AUSI DIVE LEADERSHIP ASSESSMENT FORM (Pre Dive)

Candidates Name: _____ **Date:** _____

Assessors Name: _____ **Instructor #:** _____

Site: _____ **Type:** _____ **Dive #:** _____

Time Started: _____
Time Finished: _____
Time Taken: _____
Time Allowed: _____

GENERAL BRIEF	Must	Should	Value	Deduct	Comments
Introduction		❑	1		
Site description		❑	2		
Purpose		❑	2		
Equipment requirements		❑	1		
What equipment checks are to be done		❑	1		
Extra weight for ocean (if applicable)		❑	1		
Extra equipment (eg hat, sun screen, towel etc)		❑	1		
Check students health	❑		5		
Transportation & loading equipment		❑	1		
Directions to site		❑	1		
Time to meet		❑	1		
EQUIPMENT					
Equipment checks of students gear		❑	2		
Equipment checks of own gear		❑	2		
Appropriate spares (full scuba unit; spares kit)		❑	2		
Appropriate emergency equipment	❑		5		
Flag/float	❑		5		
Appropriate additional equipment (eg reel, slate etc)		❑	2		
Extra weight for instructor		❑	1		
Equipment handled correctly	❑		5		
BOAT (if applicable)					
Introduce skipper		❑	1		
Boat brief	❑		5		
Fill in manifest		❑	2		
Safety equipment check	❑		5		
Check dive flag	❑		5		
Observe students for correct behaviour	❑		5		
ON ARRIVAL					
Check conditions are safe to dive	❑		5		
Help skipper if required		❑	2		
Dive platform readied (eg flag, ladders, lines etc)	❑		2		
DIVE BRIEF					
Brief given (see page 2)	❑				
GEARING UP					
Instructions given		❑	3		
Watching students		❑	2		
Buddy system employed		❑	2		
Buddy checks	❑		5		
Instructor checks - air on	❑		5		
- cylinder full	❑		2		
- weight belt	❑		2		
- mask	❑		2		
- BC	❑		2		
Instructors equipment checked	❑		2		
POSSIBLE	18	21		100	
TOTALS					
MINIMUM REQUIRED	17	14			

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PASS / FAIL

AUSI DIVE LEADERSHIP ASSESSMENT FORM (Dive Brief)

Candidates Name: _____ **Date:** _____

Assessors Name: _____ **Instructor #:** _____

Site: _____ **Type:** _____ **Dive #:** _____

Time Started: _____
Time Finished: _____
Time Taken: _____
Time Allowed: _____

	Must	Should	Value	Deduct	Comments
INTRODUCTION					
Site description & discuss conditions		❑	1		
Emergency facilities		❑	1		
Hazards ®	❑		5		
Purpose of dive		❑	1		
Buddy allocation	❑		2		
GEAR UP					
Gear up instructions (weight belt first)		❑	1		
Buddy system	❑		2		
Buddy checks	❑		2		
ON SURFACE					
Entry	❑		2		
Surface drill	❑		2		
Where to go	❑		2		
DESCENT					
Descent procedures	❑		2		
Ears & lungs	❑		1		
Depth at bottom of descent (ascend if exceeded) ®	❑		2		
Gear adjustment		❑	1		
DURING DIVE					
Skills		❑	1		
Swim direction		❑	1		
Position		❑	1		
Buddy system	❑		2		
Air monitoring	❑		2		
Max depth	❑		2		
Max bottom time	❑		2		
Low air warnings	❑		2		
ASCENT					
Rate	❑		3		
Buoyancy (use of BC)	❑		3		
Lungs	❑		2		
Safety stops	❑		2		
ON SURFACE					
Surface drill	❑		2		
Exit		❑	1		
DIVE END					
Gear removal		❑	1		
Gear stowage		❑	1		
EMERGENCY PROCEDURES					
Lost buddy or instructor	❑		3		
Caught in current (if applicable) ®	❑		3		
Out of air	❑		3		
Signals ®	❑		3		
Ear problems ®	❑		3		
POSSIBLE	25	11		70	
TOTALS					
MINIMUM REQUIRED	24	7			

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® These points are not covered elsewhere in the diveleadership so must be covered here!! All other "must" points can be picked up eleswhere.

PASS / FAIL

AUSI DIVE LEADERSHIP ASSESSMENT FORM (The Dive)

Candidates Name: _____ **Date:** _____

Assessors Name: _____ **Instructor #:** _____

Site: _____ **Type:** _____ **Dive #:** _____

Time Started: _____
Time Finished: _____
Time Taken: _____
Time Allowed: _____

ENTRY & SURFACE	Must	Should	Value	Deduct	Comments
Safe and appropriate entry	❑		5		
Surface control - positive buoyancy	❑		2		
- masks on	❑		2		
- snorkel or regulator in mouth	❑		2		
- buddy pairs	❑		2		
- group controlled	❑		2		
Final brief - bottom time	❑		2		
- max depth	❑		2		
- low air levels	❑		2		
- buoyancy	❑		2		
- lost buddy	❑		2		
- ears & lungs	❑		2		
- out of air	❑		2		

Can tick if in main brief and not here but no score is to be given

DESCENT					
Reg exchange		❑	2		
Pop ears	❑		5		
Group descent (instructor in control)	❑		5		

AT DEPTH					
Gear adjustment		❑	2		
Buoyancy - fin pivot		❑	2		
Buddy system	❑		5		
Group control	❑		5		
Constant air checks	❑		5		
Maintain interest		❑	5		

ASCENT					
Clear signal		❑	2		
Group ascent (instructor in control)	❑		5		
Emphasise air out of BC		❑	3		
Correct ascent rate		❑	3		
Safety stops		❑	2		

ON SURFACE					
Positive buoyancy	❑		5		
Reg to snorkel exchange		❑	2		
Masks on	❑		2		
Snorkel or regulator in mouth	❑		2		
Buddy pairs	❑		2		
Group controlled by instructor	❑		5		
Controlled exit		❑	2		

	Must	Should		
POSSIBLE	24	10		100
TOTALS				**PASS / FAIL**
MINIMUM REQUIRED	23	7		

SAFETY					
WERE ANY INCIDENTS CONTROLLED?	❑				
WAS SEPARATION PREVENTED?	❑				
WAS DIVE SAFE (explain why not)	❑				

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AUSI DIVE LEADERSHIP ASSESSMENT FORM (Post Dive)

Candidates Name: _____ **Date:** _____

Assessors Name: _____ **Instructor #:** _____

Site: _____ **Type:** _____ **Dive #:** _____

Time Started: _____
Time Finished: _____
Time Taken: _____
Time Allowed: _____

REMOVAL & STOWAGE OF GEAR	Must	Should	Value	Deduct	Comments
Buddy system used for gear removal		❑	2		
Correct stowage		❑	2		
BOAT (if applicable)					
Dive sheet completed	❑		4		
Dive platform packed up (eg flag, ladders, lines etc)		❑	2		
HEALTH					
Check OK	❑		5		
Observe		❑	2		
DEBRIEF					
Positive feedback		❑	3		
Correction of techniques	❑		4		
Discuss things seen		❑	2		
Paperwork (log book, student record folder)		❑	2		
End statement		❑	2		
POSSIBLE	3	8		30	
TOTALS					
MINIMUM REQUIRED	3	6			

TOTALS

	Must	Should	Value	
POSSIBLE	18	20	100	
PRE DIVE SCORE				**PASS / FAIL**
MINIMUM REQUIRED	17	14		
POSSIBLE	25	11	70	
DIVE BRIEF SCORE				**PASS / FAIL**
MINIMUM REQUIRED	24	7		
POSSIBLE	24	10	100	
THE DIVE SCORE				**PASS / FAIL**
MINIMUM REQUIRED	23	7		
POSSIBLE	3	8	30	
POST DIVE SCORE				**PASS / FAIL**
MINIMUM REQUIRED	3	6		
POSSIBLE	70	49	300	
OVERALL TOTAL SCORE				**/ 3 =** SCORE ____ %
MINIMUM REQUIRED	67	34		PASS / FAIL

GENERAL COMMENTS

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AUSI RESORT DIVE ASSESSMENT FORM (0608 – 1/2)

Candidates Name: _____ **Date:** _____

Assessors Name: _____ **Instructor #:** _____

Site: _____ **Core: Y / N** **Dive #:** _____

Time Started: _____
Time Finished: _____
Time Taken: _____
Time Allowed: _____

INTRODUCTION	**Must**	**Should**	**Value**	**Deduct**	**Comments**
Welcome & name		❑		1	
Activity description		❑		1	
Dive site description - general		❑		1	
ADMINISTRATION					
Check medical history	❑			2	
General hazards	❑			1	
Agreement	❑			1	
Non-English participants	❑			1	
BRIEFING					
Class positioning	❑			1	
Clear voice		❑		1	
Flip chart used	❑			1	
Logical sequence		❑		1	
New terminology explained		❑		1	
All essentials covered	❑			2	
Review questions	❑			2	
SKILLS					
Skills named		❑		1	
Reason to learn skill		❑		1	
All crucial teaching points explained	❑			1	
Teaching points in logical order		❑		1	
Each skill demonstrated correctly	❑			1	
Teaching points restated		❑		1	
First attempt observed	❑			2	
Corrections made	❑			1	
Surface practice		❑		1	
Underwater practice	❑			2	
Repetition	❑			2	
Instructor observing practice	❑			1	
Problems identified & solved	❑			2	
Debrief on practice		❑		1	
MASK CLEARING TAUGHT PROPERLY		**Y/N, If no, must FAIL**			
REGULATOR CLEARING TAUGHT PROPERLY		**Y/N, If no, must FAIL**			
DIVE BRIEF					
Site description - specific		❑		1	
Hazards – specific to dive site	❑			2	
Emergency facilities		❑		1	
Buddy allocation		❑		1	
Signals	❑			2	
Equipment handling		❑		1	
Entry		❑		1	
Surface drill		❑		1	
Where to go		❑		1	
Skills		❑		1	
Descent procedures including ears	❑			1	
Bottom procedures ie buddy system & group control	❑			1	
Air monitoring		❑		1	
Ascent procedure including lungs & ascent rate	❑			1	
Surface drill	❑			1	
Emergency procedures:					
Ear problems	❑			1	
Lost instructor or buddy	❑			1	
Current, if relevant	❑			1	
Out of air or emergency ascent	❑			1	
Sub –totals:					

AUSI RESORT DIVE ASSESSMENT FORM (0608 – 2/2)

THE DIVE

Equipment set up & checks, cylinders must be full	❑			2	
Dive platform		❑		1	
Dive flag	❑			2	
Oxygen & first aid kit available	❑			1	
Safe & appropriate gearing up	❑			1	
Gear checks including self	❑			2	
Safe & appropriate entry	❑			2	
Positive buoyancy on surface	❑			2	
Masks on faces		❑		1	
Regulators in mouth	❑			2	
Buddy pairs		❑		1	
Surface group control	❑			1	
Final warnings before descent ie ears & lungs	❑			2	
Ears equalised	❑			2	
Controlled descent	❑			2	
Underwater group control	❑			2	
Underwater buoyancy control	❑			2	
Constant air checks	❑			2	
Controlled ascent	❑			2	
Positive buoyancy on surface	❑			2	
Surface group control	❑			1	
Appropriate exit		❑		1	

SAFETY

WERE ANY INCIDENTS CONTROLLED?		**Y/N, If no, must FAIL**	
WAS SEPARATION PREVENTED?		**Y/N, If no, must FAIL**	
WAS DIVE SAFE? (Explain why not)		**Y/N, If no, must FAIL**	

END

Correct stowage of equipment		❑		1	
Dive platform packed up including dive flag		❑		1	
Dive log completed		❑		1	
Passenger manifest completed	❑			2	
Health check	❑			2	
Appropriate debrief		❑		1	
Certificate issued		❑		1	

	POSSIBLE	**46**	**30**	**100**
TOTALS				
	MINIMUM REQUIRED	**40**	**20**	**SCORE**

PASS / FAIL

An UNSAFE lesson **MUST** fail.

WAS EXERCISE SAFE? (NO = FAIL) – explain!		**Y/N, If no, must FAIL**	

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GENERAL COMMENTS:

Form 3 (0809) - AUSI Professional Annual Renewal Form

Name: _____ **AUSI Number:**

Address: _____

_____ **Postcode:** _____

Phone: _____ **Mobile:** _____

E-mail: _____ **Facsimile:** _____

Facility: _____ **Facility Phone:** _____

Renewal for:

Snorkel Swimming Instructor*	☐		
Snorkel Guide*	☐	Level	☐
Snorkel Diver Instructor**	☐	Level	☐
Snorkel Diver Instructor Trainer**	☐	Level	☐
Level VI Professional*	☐		
Scuba Assistant Instructor*	☐		
Level I Scuba Instructor *	☐		
Level II-VI Scuba Instructor**	☐	Level	☐
Scuba Instructor Trainer (LVII)**	☐		
Scuba Instructor Examiner (LVIII)**	☐		

Current highest other diving certification:

Agency: _____

Level: _____

Number: _____

Date: _____

Scuba Instructor Level Upgrade:

Previous Level: ☐ New Level: ☐

Date of Upgrade: _____

Verified by: _____

AUSI No.: _____

Signature: _____

The following MUST accompany this renewal form: (*Scanned documents can be sent by e-mail*)

Appropriate fee (see below) – cheque made to AUSI or credit card or Pay Pal via web site	☐
Two passport photographs **OR** one electronic passport photograph to: info@ausi.com.au	☐
Copy of current medical (Australian Scuba Professionals require AS/NZ 2299.1)	☐
Copy of current work place first aid or approved equivalent	☐
Copy of current CPR or approved equivalent	☐
Copy of current oxygen provider or approved equivalent **OR**	☐
Current oxygen provider instructor or approved equivalent for Level V Scuba and higher	☐
Other relevant current teaching, instructing or coaching qualifications	☐

Annual Snorkel Endorsement: **Certification Duck Dive** (Max. comfortable depth): ☐ m/ft

Assessed by: **Instructor No.** **Date :**

AUSI Annual Renewal Fees:	**AUD**	
***Non-certifying Professionals:**	$55	☐
****Certifying Instructors:**	$110	☐
Instructor Upgrade Card Fee:	$15	☐

Note:
If Annual Renewal is received by 30 November, certifying instructors will have their fee rebated with eight AUSI Certification Forms.
If Annual Renewal is not received by 31 December, AUSI status will be downgraded to inactive.

Credit Card Payment Type of Card: Visa ☐ MasterCard ☐ Bankcard ☐

Amount authorised _____ Card Number ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Card Holder _____ Signature _____ Exp. Date ___ / ___

Applicant's Declaration: I hereby declare that the information provided in this application is to the best of my knowledge true and correct and I agree to abide by AUSI Standards, AUSI Procedures and AUSI Teaching Guidelines when conducting AUSI Programs and I understand that materials I can download from www.ausi.com.au are protected by international copyright laws and that downloaded materials can only be used for my own personal use unless I have received written authorisation from AUSI Pty Ltd. I further acknowledge that I have read and agree to the terms and conditions as specified in the AUSI Open Licence agreement. I also understand that my personal information will not be passed on to any third party by AUSI without my express permission. I further declare that to the best of my knowledge I am not under any outstanding ethics complaint.

Applicant's signature: _____ Date: _____

Return completed form with relevant documentation and payment to:

AUSI PO Box 202 Queenscliff Victoria 3225 AUSTRALIA

Fax: +61 3 5255 4455 **E-mail: info@ausi.com.au**

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