# Section 5B: AUSI Scuba Teaching Guidelines

# LEVEL II SCUBA INSTRUCTOR – July 2011


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# COURSE PLANNING

The AUSI Level II Scuba Instructor course is designed to train candidates to operate safely and competently in the following key areas of recreational scuba instruction. Training and assessment is in following key areas of scuba instruction:

1. Classroom Teaching,
2. Practical Skills Teaching,
3. Student Dive Leadership,
4. Conducting Resort Dives, and
5. Diving Theory Knowledge.

**Note:** This course complies with Australian Standard AS 4005.4-2000 & ISO 24802-2.

Training involves:

1. Instructor Development Lectures, and
2. Candidate presentations.

Successful candidates will be able to:

1. Conduct introductory scuba programs,
2. Train and certify AUSI Level I & II Scuba Divers,
3. Assist higher level AUSI Scuba Instructors,
4. Train and certify AUSI Snorkel Swimming Instructors, (if endorsed),
5. Act as a Snorkel Guide, (if endorsed), and
6. Train and certify AUSI Snorkel Divers to an appropriate level, (if endorsed).

## Instructor

The course can only be conducted by an AUSI Level VII Scuba Instructor or higher and examined by an independent AUSI Level VIII Scuba Instructor appointed by AUSI Head Office.

## Ratios

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

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# Prerequisites

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. Have logged a minimum of 60 dives of which 40 are non-instructional dives in varying conditions including a minimum of five night dives, five dives 20-30m (66-100') and five dives 30-40m (100-130'),
4. Possess the minimum diving equipment as listed below,
5. Hold a current scuba medical *(see AUSI Definitions),*
6. Hold a current work place first aid certificate,
7. Hold a current CPR certificate,
8. Hold a current oxygen provider certificate,
9. Have completed relevant AUSI Lesson Reviews in the previous three months *(see below)*,
10. Have in the previous six months:
    a. Completed relevant fitness tests *(see below),*
    b. Completed relevant navigation tests *(see below),*
    c. Completed professional internship *(see below),*
    d. Observed, or conducted as an AUSI Level I Scuba Instructor, a minimum of five introductory scuba programs, and
    e. Observed at least two complete AUSI Level I & II Scuba Diver (Open Water) courses.
11. Have submitted a completed AUSI Professional Training Application Form with appropriate fees to AUS Head Office prior to the commencement of training, and
12. Submit a completed AUSI Scuba Instructor Workbook.

# AUSI Level II Scuba Instructor Upgrade

To upgrade to an AUSI Level II Scuba Instructor an AUSI Level I Scuba Instructor must:

1. Have obtained a pre-examination "pass" according to the criteria outlined in the AUSI Level II Scuba Instructor Teaching Guidelines in the following areas:
    a. Classroom Teaching,
    b. Practical Skills Teaching, and
    c. Student Dive Leadership.
2. Pass an examination as per these AUSI Level II Scuba Instructor Teaching Guidelines conducted by an independent AUSI Instructor Examiner. Exemptions may be granted for the following:
    a. AUSI Standards & Procedures Examination, if the original examination was less than two years prior,
    b. AUSI Scuba Instructor Theory Knowledge Examination, if the candidate achieved at least 85% on the original examination.

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# Pre-Course Requirements

**Theory Review**

Before entry on an AUSI Level II Scuba Instructor Training Course, candidates who are not certified AUSI Level I Scuba Instructors must have completed all AUSI Level I to Level VI Scuba Diver Lesson Reviews, ie AUSI Scuba Learning Modules 1 - 22, within three months prior to the commencement date of the course.

It is highly recommended that each candidate sits the AUSI Scuba Instructor Pre-Course Theory Test within 30 days prior to the commencement date of the course to identify any key areas of diving knowledge that need to be studied prior to commencement of the AUSI Level II Scuba Instructor Training Course.

**Fitness Tests**

Before entry on an AUSI Level II Scuba Instructor Training Course, the candidate must have completed the following within six months prior to the commencement date of the course with an AUSI Level II Scuba Instructor or higher:

1. Swim, without the use of aids, 200 metres (220yds) in no more than five minutes then stay afloat for ten minutes,
2. Snorkel swim, while neutrally buoyant, 800 metres (880yds) in no more than 17 minutes,
3. Snorkel swim in the ocean, wearing but not using normal scuba, 1000 metres (1100yds) in no more than 50 minutes,
4. In the ocean, with snorkelling gear only, swim underwater on one breath no less than a distance of 25 metres (30yds), and
5. In the ocean, with snorkelling gear only, retrieve an object from a depth between six metres (20') and 12 metres (40'). This test determines the level of AUSI Snorkel Diver Instructor certification where Level 1 requires at least six metres (20'), Level 2 requires at least nine metres (30') and Level 3 requires 12 metres (40').

**Note:** Items 4 and 5 are optional, however if not completed, then the candidate cannot become an endorsed AUSI Snorkel Diver Instructor.

**Navigation Tests**

Before entry on an AUSI Level II Scuba Instructor Training Course, the candidate must have completed the following within six months prior to the commencement date of the course with an AUSI Level II Scuba Instructor or higher:

1. Compass swim using scuba at a depth between three and six metres (10-20') an underwater triangle with 30 metre (33yds) sides and return to the start point with an error of no more than five metres (6yds). Distance should be adjusted so that it is well beyond the limit of visibility, and
2. By natural navigation using scuba at a depth between three and six metres (10-20') swim a straight-line 30 metres (33yds) out and return to the start point with an error of no more than five metres (6yds). Distance should be adjusted so that it is well beyond the limit of visibility.

**Internship**

Before entry on an AUSI Level II Scuba Instructor Training Course, the candidate must have satisfactorily completed the following within six months prior to the commencement date of the course:

1. Two dive leaderships for a minimum of six certified divers, the *AUSI Level VI Dive Leadership Assessment Form* is to be used for assessment,
2. Two days assisting in a training facility; areas of involvement should include air filling, sales, rental and workshop equipment repairs & maintenance, and
3. Two days assisting on a dive charter vessel; areas of involvement should include vessel operations and organisation, dive site selection and location, manifest management, gear stowage, dive briefing and diver entry & exit.

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# Materials

During the course the following must be used where relevant:

1. **AUSI Open Water Scuba Manual** or AUSI Level I & II Scuba Diver Course Notes,
2. **AUSI Scuba Instructor Course Notes,**
3. **AUSI Scuba Instructor Workbook,**
4. **AUSI Scuba Instructor Manual,**
5. *AUSI Medical History Form* or approved equivalent,
6. A*USI Instructor Training Program Application Form,*
7. *AUSI Scuba Instructor Pre-Course Assessment Record,*
8. *AUSI Level II Scuba Instructor Training Record,*
9. *AUSI Classroom Lesson Planner,*
10. *AUSI Assessment Forms,*
11. *AUSI Scuba Instructor Examination Report, and*
12. *AUSI Professional Registration Form*.

Candidates must have their own copies of Items 1, 2, 3, & 4.
**Items 1, 2, 3 & 4**: Can be purchased from AUSI Head Office.
**In lieu of Items 1 & 2:** AUSI Level I & II Scuba Course Notes and AUSI Scuba Instructor Course Notes ie AUSI Scuba Learning Modules 1, 2, 3, 4, 23, 24, 25, 26, 27, 28, 29 & 30 can be downloaded from www.ausi.com.au.
**Item 3 & 4:** Can be downloaded by registered instructors from www.ausi.com.au
**Items 5, 6, 7, 8, 9, 10, 11 & 12**: 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 Course Timetable

The timetable below is a suggested timetable for a seven-day full time course plus two-day examination.

| | | |
|---|---|---|
| **Day 1** (Saturday) | 08:00 | **Introduction** |
| | 10:00 | **AUSI Philosophy** (Scuba Learning Module – 23) |
| | 12:00 | Lunch |
| | 13:00 | Skill & Rescue Evaluation (Pool) |
| | 15:00 | **Classroom Teaching** (Scuba Learning Module – 24) |
| | 17:00 | Lesson Planning (Group exercise) |
| **Day 2** (Sunday) | 08:00 | **Practical Skills Teaching** (Scuba Learning Module – 25) |
| | 10:00 | Practical Skill Teaching (Minimum 1 per candidate) |
| | 12:00 | Lunch |
| | 13:00 | **Student Dive Leadership** (Scuba Learning Module – 26) |
| | 15:00 | Practical Dive Leaderships (Pool exercise) |
| | 17:00 | Classroom Presentations (Minimum 1 per candidate) |
| **Day 3** (Monday) | 08:00 | **Student Assessment & Certification** (Scuba Learning Module – 27) |
| | 10:00 | Practical Dive Leadership (Group exercise - ocean) |
| | 12:00 | Lunch |
| | 13:00 | **Continuing Education** (Scuba Learning Module – 28) |
| | 15:00 | Practical Skills Teaching (Minimum 2 per candidate) |
| | 17:00 | **Oxygen Provider & CPR Review** |
| **Day 4** (Tuesday) | 08:00 | **Medical Aspects of Scuba Instruction** (Scuba Learning Module – 29) |
| | 10:00 | Practical Dive Leadership (Group exercise - Ocean) |
| | 12:00 | Lunch |
| | 13:00 | **Legal Aspects of Scuba Instruction** (Scuba Learning Module – 30) |
| | 15:00 | Practical Skills Teaching (Minimum 2 per candidate) |
| | 17:00 | Classroom Presentations (Minimum 2 per candidate) |
| **Day 5** (Wednesday) | 08:00 | **Conducting Resort Dives** (Briefing Session) |
| | 10:00 | Conducting Resort Dives (Minimum 1 per candidate) |
| | 12:00 | Lunch |
| | 13:00 | Classroom Presentations (Minimum 2 per candidate) |
| | 15:00 | **Dive School Administration** (A review of the AUSI Instructor Manual) |
| | 17:00 | Classroom Presentations (Minimum 2 per candidate) |
| **Day 6** (Thursday) | 08:00 | Practical Dive Leadership (One per candidate) |
| | 12:00 | Lunch |
| | 13:00 | Practical Skills Teaching (Minimum 2 per candidate) |
| | 16:00 | Classroom Presentations (Minimum 2 per candidate) |
| **Day 7** (Friday) | 08:00 | Practical Dive Leadership (One per candidate) |
| | 12:00 | Lunch |
| | 13:00 | Practical Skills Teaching (Minimum 2 per candidate) |
| | 15:00 | Classroom Presentations (Minimum 2 per candidate) |
| **Day 8** (Saturday) | 08:00 | **Practical Skills Teaching** (Final Assessment) |
| | 10:00 | **Classroom Presentation** (Final Assessment) |
| | 12:00 | Lunch |
| | 13:00 | **Practical Dive Leadership** (Final Assessment) |
| | 15:00 | **AUSI Standards & Procedures** (Open Book Written Examination) |
| **Day 9** (Sunday) | 08:00 | Spare |
| | 10:00 | **Diving Knowledge** (Closed Book Written Examination) |
| | 12:00 | Lunch |
| | 13:00 | **Results & Debrief** |
| | 15:00 | Spare |

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# INSTRUCTOR DEVELOPMENT

## Introduction

The following materials are required for the introductory session:

1. **AUSI Scuba Instructor Course Notes**,
2. *AUSI Medical History Form or approved equivalent,* and
3. *AUSI Level II 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 Level II 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 Level II Scuba Instructor,
6. Explain the structure of the AUSI Level II Scuba Instructor Update 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 and annual renewal.

The recommended text books for those students 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 Level II Scuba Instructor course consists of eight theory presentations with lesson reviews, which should be conducted in accordance with the Classroom Teaching section of the **AUSI Scuba Instructor Course Notes**.

They are:

| | |
|---|---|
| **AUSI Philosophy** | *(AUSI Scuba Learning Module 23)* |
| **Classroom Teaching** | *(AUSI Scuba Learning Module 24)* |
| **Practical Skills Teaching** | *(AUSI Scuba Learning Module 25)* |
| **Student Dive Leadership** | *(AUSI Scuba Learning Module 26)* |
| **Student Assessment & Certification** | *(AUSI Scuba Learning Module 27)* |
| **Continuing Education** | *(AUSI Scuba Learning Module 28)* |
| **Medical Aspects of Diving** | *(AUSI Scuba Learning Module 29)* |
| **Legal Aspects of Diving Instruction** | *(AUSI Scuba Learning Module 30)* |

Candidates must have their own copy of the **AUSI Scuba Instructor Course Notes** and after each theory session the candidate must complete the relevant lesson review found in the **AUSI Scuba Instructor Workbook.**

The *AUSI Level II 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,
9. Diver assistance techniques - tired diver tows and cramp release techniques, and
10. Recovery of an unconscious scuba diver from depth.

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 entire AUSI Level I & II Open Water Course. All presentations are to be assessed and AUSI Scuba Instructor Trainers are 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 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. Conducting Resort Dives.

Each presentation is to be assessed using the relevant AUSI Assessment Form where 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**

During the course, the candidate must present a minimum of ten "micro-lessons" ie short 10-15 minute complete lessens, of which at least eight must be different core topics.

To pass the classroom teaching section of the course the last five presentations have to be core topics and at least four of the last five presentations must be a "pass" standard.

Core topics are listed below:


**AUSI Scuba Learning Module 1:**

| | |
|---|---|
| Scuba Cylinders & Valves | Page 6 & 7 |
| Regulators | Page 8 |
| Pressure | Page 12 |
| Effects of Pressure | Page 13 |
| Buoyancy | Pages 14 & 15 |
| Gas Spaces | Pages 16 & 17 |
| Ears & Diving | Pages 18 & 19 |
| Lungs & Diving | Pages 20 & 21 |

**AUSI Scuba Learning Module 2:**

| | |
|---|---|
| Partial Pressures | Pages 27 & 28 |
| Hyperventilation | Page 29 |
| Carbon Dioxide | Page 30 |
| Nitrogen Narcosis | Page 32 |
| Gas Diffusion | Page 34 |
| Decompression Illness | Page 35 |

**AUSI Scuba Learning Module 3:**

| | |
|---|---|
| Using the QED Table | Pages 42 & 33 |
| Understanding Water Movement | Pages 45, 46 &47 |

**AUSI Scuba Learning Module 4:**

| | |
|---|---|
| Shock | Page 58 |
| Severe Bleeding & Envenomation | Page 59 |
| Exposure | Page 60 |
| Diving First Aid & Oxygen | Pages 62 & 63 |
| Ear Injuries | Pages 64 & 65 |
| Potentially Dangerous Marine Animals | Pages 66 & 67 |
| Diver's First Aid Flow Chart | Page 69 &70 |


When there is more than one candidate on the course, try to minimise repetition of topics so each candidate can gain the benefit of the other candidate's debrief.

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 while at the same time paying attention to 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.

Candidates must present as many different topics as possible and be exposed to as much of the complete AUSI Level II Scuba Diver course as possible. Broad exposure will also help candidates improve their theory knowledge.

If a candidate fails a presentation then it should be repeated at a later stage during the course.

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## 2. **Practical Skills Teaching**

During the course, the candidate must present a minimum of eight "micro-lessons" ie short 10-15 minute complete lessens, of which at least seven must be different core topics.

To pass the practical skills teaching section of the course the last five presentations have to be core topics and at least four of the last five presentations must be a "pass" standard.

Core topics are listed below:

a. Entry & exit procedures:
   i. Seated Entry, and
   ii. Step Entry,
b. Underwater clearing of water from a regulator by two methods,
c. Regulator retrieval,
d. Descent & ascent procedures,
e. Mask clearing,
f. Use of an alternative air source in an emergency,
g. Deep water descents & ascents,
h. Underwater buoyancy control:
   i. Fin Pivot, and
   ii. Hover,
i. Surface rescue procedures,
j. Recovery of an unconscious diver,
k. Weight belt removal and replacement:
   i. On the surface, and
   ii. At depth.
l. Scuba removal and replacement:
   i. On surface, and
   ii. At depth,
m. Scuba rescue techniques.

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 while at the same time paying attention to 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.

Candidates must present as many different topics as possible and must show an understanding of extension skills and how they apply to each skill, where relevant.

If a candidate fails a presentation then it should be repeated at a later stage during the course.

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## 3. **Student Dive Leaderships**

During the course, the candidate must be involved in a minimum of eight dive leadership exercises including at least two complete exercises in open water, at least five of the exercises must be a "pass" standard.

To pass the student dive leadership section of the course the last complete open water exercise must be a "pass" standard.

Student dive leadership exercises are to 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 II Scuba Instructor candidate for the role of conducting open water scuba dives. The AUSI Level II Scuba Instructor candidate needs to also understand all key elements of dive leadership.

The dive leadership exercise should be conducted with one of the candidates acting as the instructor and at least two mock students that should include the other candidates and an AUSI Scuba Instructor Trainer or assistant who must be a minimum of an AUSI Level II Scuba Instructor.

During the first session or two use a pool or easy access dive site to allow as many repetitions of the dive leadership sequence as possible. Concentrate on developing the sequence and keep student problems to a minimum.

The dive leadership exercise should be as realistic as possible with the mock students presenting realistic 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, surface problem such as cramp or distraction. An *AUSI Scuba Student Dive Leadership Assessment Form* must be used by the AUSI Scuba Instructor Trainer (or assistant) and should be discussed in detail during the debrief session.

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. 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.

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

When conducting the exercise as a group exercise then it is suggested that the dive leadership be sectioned according to the above list.

Once in the water have the candidates, in turn, takeover on surface and perform surface control, final brief, descent, dive, ascent, and surface control. Each candidate should be given a quick debrief whilst still in the water at the conclusion of their part in the exercise before the next candidate takes over their turn.

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## 4. Conducting Resort Dives

Prior to final examination the candidate must have been satisfactorily involved in a minimum of one resort dive exercise. The exercise must cover the following:

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

The candidate needs to demonstrate understanding and competence in the key elements of the resort dive program as listed above.

A simulated exercise 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 five-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 3-6 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

The final result of the AUSI Level II Scuba Instructor course is based on the following:

1. A satisfactory course mark in each teaching area and scuba rescue, and
2. The final assessment conducted by an ***independent*** AUSI Level VIII Scuba Instructor acting as the AUSI Examiner.

During the course every presentation made by the AUSI Level II Scuba Instructor candidate is to be assessed using the relevant AUSI Assessment Form and results summarised on the candidate's *AUSI Level II Scuba Instructor Training Record*.

Once the candidate has satisfied the on-course requirements, an independent AUSI Level VIII Scuba Instructor is to conduct the final assessment.

The areas assessed by the independent AUSI Examiner are:

1. AUSI Standards & Procedures
2. Diving Theory Knowledge,
3. Classroom Teaching,
4. Practical Skills Training, and
5. Student Dive Leadership.

All assessment forms and examination papers must be kept in the candidate's course file and all final results summarised on the *AUSI Level II Scuba Instructor Examination Report*.

## AUSI Standards & Procedures

1. An open book written exam based on current AUSI Definitions, AUSI Standards and AUSI Procedures is to be conducted at the conclusion of the AUSI Level II Scuba Instructor Course and marked by the independent AUSI Examiner.
2. The minimum mark required for a "pass" is 90% and a mark less than 80% is deemed a "fail". If the candidate scores between 80% and 89% the AUSI Examiner can, at their discretion, conduct an oral examination to clarify areas of the candidate's understanding. If an oral is conducted the AUSI Scuba Instructor Trainer must act as a witness.
3. Candidate's given a pass must have all incorrect answers reviewed.
4. In the event of the candidate failing the exam only <u>one</u> immediate retest is allowed.

## Diving Theory Knowledge

1. A closed book written exam based on current diving general theory is to be conducted at the conclusion of the AUSI Level II Scuba Instructor Course and marked by the independent AUSI Examiner.
2. The minimum mark required for a "pass" is 85% and a mark less than 75% is deemed a "fail". If the candidate scores between 75% and 84% the AUSI Examiner can, at their discretion, conduct an oral examination to clarify areas of the candidate's knowledge. If an oral is conducted another AUSI Level VII Scuba Instructor or higher must act as a witness.
3. In the event of the candidate failing the exam an immediate retest is not allowed. The candidate can retest no earlier than 30 days and no later than 90 days after the original exam.
4. The exam must be placed in the candidate's course file.

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# Classroom & Practical Skills Teaching

1. To gain a "course pass" on the classroom and practical skills teaching sections of the course at least four of the last five presentations must be a "pass" standard.
2. During the final assessment the candidate will be given the opportunity to present no more than two lessons:
   a. The first, if required, will be the AUSI Examiner's choice, which will be chosen from a previously failed core topic or in the absence of no failed core topic, a randomly selected core topic where only 15 minutes preparation time is allowed.
   b. The second will be the candidates choice, and
3. Each presentation will be assessed using the relevant *AUSI Assessment Forms* and given a PASS or FAIL.
4. If a candidate gives unsafe information or behaves unsafely in the water they will be given an automatic FAIL.
5. During the final assessment presentations the audience will comprise of staff instructors and the independent AUSI Scuba Instructor Examiner but not the AUSI Instructor Trainer, however if a second presentation is required the AUSI Instructor Trainer must be present.
6. The examiner may confer with the Instructor Trainer will award the final mark.
7. Only one retest is allowed for any one examination.

**Note:** During final assessment the "students" should comprise of staff instructors and the independent AUSI Examiner.

# Student Dive Leadership

1. To gain a "course pass" on the student dive leadership section of the course the candidate must have presented at least one complete dive leadership exercise to a "pass" standard.
2. During the final assessment presentation the "students" will comprise of staff instructors and the AUSI Examiner but not the AUSI Instructor Trainer.
3. The examiner, who may confer with the staff instructors, will award the final mark.
4. A full retest can be conducted if the candidate has a course mark pass but scores a fail from the examiner, however a retest of the dive brief only is allowed if it is deemed that this is the only weak area of the exercise.
5. On the retest the candidate must score a pass from both the AUSI Instructor Examiner and the AUSI Instructor Trainer to achieve a clear pass.
6. Only one retest is allowed for any one examination.

**Note:** During final assessment the "students" should comprise of staff instructors and the independent AUSI Examiner.

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# Conducting Resort Dives

1. Prior to the final examination phase of the course the candidate must achieve an "on-course pass" by presenting a minimum of one complete resort dive assessment at a "pass" level.
2. Assessments can be conducted in a swimming pool or open water and are to be assessed by the AUSI Scuba Instructor Trainer or another nominated AUSI Level VII Scuba Instructor or higher.
3. Candidates are allowed as many attempts as necessary to achieve the "on-course pass".
4. The *AUSI Resort Dive Assessment Form* must be used for all presentations.

# Scuba Rescue

1. Prior to the final examination phase of the course the candidate must achieve an "on-course pass" by presenting a minimum of two consecutive scuba rescue passes.
2. Assessments can be conducted in a swimming pool or open water and are to be assessed by the AUSI Scuba Instructor Trainer or another nominated AUSI Level VII Scuba Instructor or higher.
3. Candidates are allowed as many attempts as necessary to achieve the "on-course pass".
4. The *AUSI Scuba Rescue Assessment Form* must be used for all presentations.

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# DETERMINING RESULTS

The independent AUSI Examiner is to review the candidate's *AUSI Level II Scuba Instructor Training Record* and final assessment results to determine an overall result based on the following criteria:

### AUSI STANDARDS & PROCEDURES EXAMINATION:

| Examiner's Mark | Result |
|---|---|
| Must gain a minimum of 90%, all incorrect answered to be debriefed | PASS |
| Less than 90% | FAIL |
| ***Notes:*** *If candidate fails, one immediate retest is allowed.* | |

### AUSI SCUBA INSTRUCTOR THEORY KNOWLEDGE EXAMINATION:

| Examiner's Mark | Result |
|---|---|
| Must gain a minimum of 85% | PASS |
| Less than 75% | FAIL |
| ***Notes:*** *If candidate fails, a retest cannot be conducted for at least 30 days and must be conducted before 90 days.* | |

### CLASSROOM TEACHING:

| Course Mark | Examiner's Mark | Second Presentation | Result |
|---|---|---|---|
| Must pass minimum of five presentations prior to final assessment. | Pass | Not required | PASS |
| | Fail | Pass | PASS |
| | Fail | Fail | FAIL |
| ***Notes:*** *If candidate fails, a retest cannot be conducted for at least 30 days and must be conducted before 90 days. In the interim the candidate must observe at least four classroom presentations.* | | | |

### PRACTICAL SKILLS TEACHING:

| Course Mark | Examiner's Mark | Second Presentation | Result |
|---|---|---|---|
| Must pass minimum of five presentations prior to final assessment. | Pass | Not required | PASS |
| | Fail | Pass | PASS |
| | Fail | Fail | FAIL |
| ***Notes:*** *If candidate fails, a retest cannot be conducted for at least 30 days and must be conducted before 90 days. In the interim the candidate must observe at least four practical skills presentations.* | | | |

### STUDENT DIVE LEADERSHIP:

| Course Mark | Examiner's Mark | Second Presentation | Result |
|---|---|---|---|
| Must pass minimum of one complete exercise prior to final assessment. | Pass | Not required | PASS |
| | Fail | Pass | PASS |
| | Fail | Fail | FAIL |
| ***Notes:*** *If candidate fails, a retest cannot be conducted for at least 30 days and must be conducted before 90 days. In the interim the candidate must observe at least four open water presentations.* | | | |

### CONDUCTING RESORT DIVES:

| Course Mark | Result |
|---|---|
| Must pass minimum of one on-course presentations. | PASS |
| ***Notes:*** *Candidates must achieve an on-course pass prior to the final examination phase of the course.* | |

### SCUBA RESCUE:

| Course Mark | Result |
|---|---|
| Must pass minimum of two on-course presentations. | PASS |
| ***Notes:*** *Candidates must achieve an on-course pass prior to the final examination phase of the course.* | |

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# Overall Results

After reviewing all assessment results the AUSI Scuba Instructor Trainer will award one of the following results:

1. Pass,
2. Provisional Pass, or
3. Fail.

## Pass

Awarded when the candidate achieves a pass in each of the following:

1. AUSI Standards & Procedures Examination,
2. AUSI Instructor Theory Knowledge Examination,
3. Classroom Teaching Assessment,
4. Practical Skills Teaching Assessment,
5. Student Dive Leadership Assessment,
6. Conducting Resort Dives, and
7. Scuba Rescue.

**Note:** Items 3 ,4, 5 & 6 are regarded as teaching areas.

## Provisional

Only awarded if the candidate fails the AUSI Scuba Instructor Theory Knowledge Examination and/or no more than one teaching area, refer to the above table for retest parameters.

Retests in provisional areas can only be conducted by an AUSI Level VIII Scuba Instructor or higher.

## Fail

Awarded when the candidate fails more than one teaching area.

The candidate must be given at least 30 days and no more than 90 days before undergoing a full re-examination, which is to be conducted by an independent AUSI Level VIII Scuba Instructor. In the interim the candidate must observe at least five introductory scuba dives and a full AUSI Level I & II Scuba Diver.

If the candidate does not sit a re-exanimation prior to the 90-day period then they are required to complete another AUSI Level II Scuba Instructor course including the examination phase.

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# DEBRIEF

The results, in writing, must be given to the candidate at the conclusion of the final examination phase of the course prior to an individual debrief.

The debrief must be conducted in private, by the independent AUSI Examiner and the AUSI Scuba Instructor Trainer.

During the debrief strengths and weaknesses must be brought to the attention of the candidate.
The candidate must also be given an opportunity to review their file.

Explain the procedure for upgrading to AUSI Level III Scuba Instructor and so on.

# REGISTRATION PROCEDURES

At the conclusion of the independent examination the independent AUSI Examiner is to forward the following to AUSI Head Office:

1. Candidates course file with all assessment forms and exams,
2. Completed *AUSI Pre-Course Assessment Record,*
3. Completed *AUSI Level II Scuba Instructor Training Record,*
4. Completed *AUSI Scuba Instructor Examination Report,*
5. Completed **AUSI Scuba Instructor Workbook,**
6. Completed *AUSI Professional Registration Form,*
7. One passport photograph (jpg format and e-mailed to AUSI Head Office), and
8. Appropriate AUSI Fee, if not already paid.

The AUSI Certification Card and AUSI Wall Certificate, if ordered prior to the examination phase, can only be presented when the above items are in place to the satisfaction of the independent AUSI Level VIII Scuba Instructor acting as the AUSI Examiner.

If AUSI Certification Cards and AUSI Wall Certificates were not ordered prior to the final examination then AUSI Head Office will forward them to successful candidates upon receipt of the above listed items.

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# AUSI LEVEL II SCUBA INSTRUCTOR

# COURSE MATERIALS

**AUSI PROFESSIONAL TRAINING PROGRAM APPLICATION FORM**

**AUSI PROFESSIONAL TRAINING APPLICATION FORM**

**AUSI MEDICAL HISTORY FORM**

**AUSI LEVEL II SCUBA INSTRUCTOR TRAINING RECORD**

**AUSI CLASSROOM LESSON PLANNER**

**AUSI CLASSROOM TEACHING ASSESSMENT FORM**

**AUSI SCUBA PRACTICAL SKILL TEACHING ASSESSMENT FORM**

**AUSI STUDENT SCUBA DIVE LEADERSHIP ASSESSMENT FORM**

**AUSI RESORT DIVE ASSESSMENT FORM**

**AUSI SCUBA RESCUE ASSESSMENT FORM**

**AUSI SCUBA INSTRUCTOR EXAMINATION REPORT**

**AUSI PROFESSIONAL REGISTRATION 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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