Section 5B: AUSI Scuba Teaching Guidelines

LEVEL I SCUBA INSTRUCTOR – July 2011

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COURSE PLANNING

The AUSI Level I Scuba Instructor course is designed to train candidates operate safely and competently in the 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 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. Assist higher level AUSI Scuba Instructors,
3. Act as a Snorkel Guide, (if endorsed),
4. Train and certify AUSI Snorkel Swimming Instructors, (if endorsed), and
5. 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 AUSI Level VIII Scuba Instructor using an AUSI Level VI Scuba Instructor or higher as an assistant.

Ratios

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

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 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.

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Pre-Course Requirements

Theory Review
Before entry on an AUSI Level I Scuba Instructor Training Course, the candidate 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 the 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 I Scuba Instructor Training Course.

Fitness Tests
Before entry on an AUSI Level I 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 I requires at least six metres (20'), Level II requires at least nine metres (30') and Level III 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 I 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 I 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 Scuba Adventure Briefing Sheets,**
2. **AUSI Open Water Scuba Manual** or AUSI Level I & II Scuba Diver Course Notes,
3. **AUSI Scuba Instructor Course Notes,**
4. **AUSI Scuba Instructor Workbook,**
5. **AUSI Scuba Instructor Manual,**
6. *AUSI Medical History Form* or approved equivalent,
7. A*USI Instructor Training Program Application Form,*
8. *AUSI Scuba Instructor Pre-Course Assessment Record,*
9. *AUSI Level I Scuba Instructor Training Record,*
10. *AUSI Classroom Lesson Planner,*
11. *AUSI Assessment Forms,*
12. *AUSI Scuba Instructor Examination Report, and*
13. *AUSI Professional Registration Form.*

Candidates must have their own copies of Items 1, 2, 3, 4 & 5.

Items 1, 2, 3, 4 & 5: Can be purchased from AUSI Head Office.

In lieu of Items 2 & 3: 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 4 & 5: Can be downloaded by registered instructors from www.ausi.com.au

Items 6, 7, 8, 9, 10, 11,12 & 13: 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)
	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	Resort Dive Briefing (Minimum 2 per candidate)
	12:00	Lunch
	13:00	Conducting Resort Dives (Minimum 1 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	Conducting Resort Dives (Minimum 1 per candidate)
	16:00	Classroom Presentations (Minimum 2 per candidate)
Day 7 (Friday)	08:00	Conducting Resort Dives (Minimum 1 per candidate)
	12:00	Lunch
	13:00	Private Study
	15:00	**Diving Knowledge** (Closed Book Written Examination)
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	**Conducting Resort Dives** (Final Assessment)
	10:00	Spare
	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 Scuba Instructor Workbook,**
3. *AUSI Medical History Form or approved equivalent,* and
4. *AUSI Level I 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 I 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 I Scuba Training Instructor,
6. Explain the structure of the AUSI Level I 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 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 I 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**.

The topics covered 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 Scuba 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**. After each theory session the candidate must complete the relevant lesson review found in the **AUSI Scuba Instructor Workbook.**

The *AUSI Level I 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 AUSI Open Water Course (Level I & II Scuba Diver) with emphasis on 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 five teaching areas to be covered:

1. Classroom Teaching,
2. Resort Diver Briefing,
3. Practical Skills Teaching,
4. Student Dive Leadership, and
5. 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**

Prior to final examination the candidate must present a minimum of three satisfactory "micro-lessons" ie short 10-15 minute complete lessons. A minimum of two different topics must be chosen from the AUSI Scuba Learning Module One listed below and at least one topic from AUSI Scuba Learning Module Two, Three or Four.

a. Equipment – any one of pages 2-10,
b. Pressure – page 12,
c. Effects of Pressure - page 13,
d. Buoyancy – pages 14 & 15,
e. Gas Spaces – pages 16 & 17,
f. Ears & Diving – pages 18 & 19, and
g. Lungs & Diving – pages 20 & 21.

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 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.

2. Resort Dive Briefing

Prior to final examination the candidate must present a minimum of three satisfactory Resort Dive Briefings.

These briefing must be carefully assessed using the *AUSI Resort Diving Assessment Form* with the assessing instructor carefully recording what they see and making relevant comments.

Candidates must use the AUSI Scuba Adventure Course Notes during the briefing.

After completion of each briefing 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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3. **Practical Skills Teaching**

Prior to final examination the candidate must present a minimum of three satisfactory micro-lessons ie short 10-15 minute complete lessons. Each candidate must teach each of the following at least once:

a. Underwater clearing of water from a regulator by two methods,
b. Regulator retrieval,
c. Mask clearing, and
d. Descent & ascent procedures.

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 is quite adequate.

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4. **Student Dive Leaderships**

Prior to final examination the candidate must have been satisfactorily involved in a minimum of three student dive leadership exercises. Exercises must included a minimum of two different skills chosen from the following list and must include items b & d and at least one complete student dive leadership:

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- 6metres (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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5. Conducting Resort Dives

Prior to final examination the candidate must have been satisfactorily involved in a minimum of three introductory scuba diving exercises. Exercises must cover a minimum of three different skills from the following list including items c, d & e and include at least one full introductory scuba diving exercise:

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

The aim of the introductory scuba diving exercises is to prepare the AUSI Level I Scuba Instructor candidate to independently conduct the AUSI Resort Diver program in sheltered water, as defined in AUSI Definitions, to a maximum depth of six metres (20 feet), in water with a minimum temperature of 24 decrees Celsius.

The candidate needs to demonstrate understanding and competence in 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 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 I 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 AUSI Level VIII Scuba Instructor acting as the AUSI Examiner who is assisted by an AUSI Level VI Scuba Instructor or higher.

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

The candidates can only undergo final assessment when they have satisfied all the on-course requirements as described in these AUSI Teaching Guidelines.

The areas assessed are:

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

All assessment forms and examination papers must be kept in the candidate's course file and all final results summarised on the *AUSI Level I 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 I Scuba Instructor Course and marked by the 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 general diving theory is to be conducted at the conclusion of the AUSI Level I Scuba Instructor Course and marked by the AUSI Examiner.
2. The minimum mark required for a "pass" is 65% and a mark less than 55% is deemed a "fail". If the candidate scores between 55% and 64% the AUSI Examiner can, at their discretion, conduct an oral examination to clarify areas of the candidate's knowledge. If an oral is conducted the AUSI Scuba Instructor Trainer 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 Teaching

1. Prior to final examination the candidate must have presented a minimum of three satisfactory micro-lessons where a minimum of two different topics were chosen from AUSI Scuba Learning Module One topics listed below and at least one topic from AUSI Scuba Learning Module Two, Three or Four.
    a. Equipment – any one of pages 2-10,
    b. Pressure – page 12,
    c. Effects of Pressure - page 13,
    d. Buoyancy – pages 14 & 15,
    e. Gas Spaces – pages 16 & 17,
    f. Ears & Diving – pages 18 & 19, and
    g. Lungs & Diving – pages 20 & 21.
2. Final assessment is to be conducted by independent AUSI Examiner, where:
    a. During the final assessment the candidate will be given the opportunity to present no more than two lessons,
    b. The first will be the candidate's choice chosen from the above list, and
    c. If the candidate fails the first presentation, a second presentation is required. The AUSI Examiner will chose the topic from the above list excluding the topic already examined. Only 15 minutes preparation time is allowed.
3. If the candidate gives unsafe information they will be given an automatic "fail".
4. The *AUSI Classroom Teaching Assessment Form* must be used for all presentations and placed in the candidate course file.

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

Practical Skills Teaching

    a. If the candidate fails the first presentation, a second presentation is required. The AUSI Examiner will choose the topic from the above list excluding the topic already examined and items a, d, and g.. Only 15 minutes preparation time is allowed.
2. If the candidate gives unsafe information or behaves unsafely in the water they will be given an automatic "fail".
3. The *AUSI Scuba Practical Skills Teaching Assessment Form* must be used for all presentations and placed in the candidate course file.

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

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Student Dive Leadership

1. Prior to final examination the candidate must have been satisfactorily involved in a minimum of three student dive leadership exercises. Exercises must have included a minimum of three different skills from the following list including items b & d and at least one complete student dive leadership:
    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.
2. Final assessment is to be conducted by an AUSI Examiner, where:
    a. During the final assessment the candidate will be given the opportunity to present no more than two student dive leadership exercises,
    b. The first will be a complete exercise simulating an open water "consolidation dive" for two divers, and
    c. If the candidate fails the first presentation, a second complete exercise is required however, if the AUSI Examiner deems that the dive brief section is the only weak area then only the dive brief section needs to be retested.
3. If the candidate gives unsafe information, behaves unsafely in the water or places the divers in potential or real danger they will be given an automatic "fail".
4. The *AUSI Scuba Student Dive Leadership Assessment Form* must be used for all presentations.

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

Conducting Resort Dives

1. Prior to final examination the candidate must have been satisfactorily involved in a minimum of three introductory scuba diving exercises. Exercises must have included a minimum of three different skills from the following list including items c, d & e and at least one full introductory scuba dive:
    a. Participant selection,
    b. Administrative procedures,
    c. Briefing,
    d. Skill training,
    e. Underwater tour, and
    f. Debrief.
2. Final assessment is to be conducted by an independent AUSI Examiner, where:
    a. During the final assessment the candidate will be given the opportunity to present no more than two introductory scuba diving exercises,
    b. The first will be a complete exercise for two divers in sheltered water with a depth no greater than six metres (20'), and
    c. If the candidate fails the first presentation, a second complete exercise is required however, if only one section was unsatisfactory then, at the AUSI Examiner's discretion, only that section needs to be retested.
3. If the candidate gives unsafe information, behaves unsafely in the water or places the divers in potential or real danger they will be given an automatic "fail".
4. The *AUSI Resort Dive Assessment Form* must be used for all presentations.

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

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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 AUSI Examiner is to review the candidate's *AUSI Level I 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 INSTRUCTOR THEORY KNOWLEDGE EXAMINATION:

Examiner's Mark	Result
Must gain a minimum of 65%	PASS
Less than 65%	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 three 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 three 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 three 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 open water presentations.*			

CONDUCTING RESORT DIVES:

Course Mark	Examiner's Mark	Second Presentation	Result
Must pass minimum of three 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 introductory scuba dives.*			

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 assessments the AUSI Examiner will award one of the following results:

Pass

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

1. AUSI Instructor Theory Knowledge Examination,
2. AUSI Standards & Procedures 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.

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 I Scuba Instructor course including the examination phase.

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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.

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 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 II Scuba Instructor.

Note: A candidate who does not achieve a pass may be awarded AUSI Assistant Scuba Instructor; relevant registration procedures are to be followed.

REGISTRATION PROCEDURES

At the conclusion of the examination the AUSI Level VII Scuba Instructor acting as the 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 I 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.

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 I SCUBA INSTRUCTOR

COURSE MATERIALS

AUSI MEDICAL HISTORY FORM

AUSI INSTRUCTOR TRAINING PROGRAM APPLICATION FORM

AUSI SCUBA INSTRUCTOR PRE-COURSE ASSESSMENT RECORD

AUSI SCUBA INSTRUCTOR PRE-COURSE THEORY TEST

AUSI LEVEL I 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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