# FAQs – for swim schools

School swimming outside of school hours vouchers program

## Why are the vouchers being provided?

Swimming and water safety education is part of the F-10 Victorian Curriculum Health and Physical Education.

## School Swimming Outside of School Hours Vouchers are being provided to current primary school students in schools that have had challenges in scheduling their swimming lessons over the past few years due to the COVID-19 pandemic and swim teacher shortages to ensure they have the knowledge and confidence to participate in aquatic activities

## Who are the vouchers for?

The vouchers are for current primary school students who missed out on participating in school swimming and water safety programs due to the challenges in scheduling school swimming and water safety programs between 2020 and 2022 to help build their skills and knowledge to achieve the Victorian Water Safety Certificate (VWSC) and meet the Victorian Curriculum requirements.

Schools will determine which students receive vouchers.

## Are the vouchers transferrable?

No. Only current primary school students who missed out on school swimming and water safety programs in 2020, 2021 and/or 2022 will be eligible for the Voucher program.

The school will provide the swim school with a list of the students who are eligible for the program and for whom the request form has been returned.

The vouchers must only be used for the child(ren) whose name has been provided by the school to the swim school.

## What happens if the information on the voucher provided to the swim school does not match the agreed arrangements between the swim school and the school?

The school should liaise with the swim school to determine the number of lessons per student and then provide the swim school with a list of students who are eligible for the program and for whom the request form has been returned.

In the event the school makes any changes to these arrangements, the swim school needs to be informed as soon as possible.

If there is a discrepancy between the information provided by the school to the swim school and the information noted on a student’s voucher, the swim school needs to liaise with the school to verify the information.

## How are the vouchers funded?

The School Swimming Outside of School Hours Voucher program has been developed by the Department of Education and Training.

Schools will use their unexpended *Swimming in Schools* funding for the Voucher program.

## When will the swimming lessons be delivered?

Schools will liaise with the swim school to organise and confirm the availability of swimming lessons outside of school hours (e.g. after school, on the weekend or during school holidays).

Once confirmed, parents and carers will contact the swim school to book lessons on the available days and times suitable to their needs.

For example, swim schools may offer students places in their regular learn to swim program or, alternatively, offer intensive school holiday programs and parents and carers will book lessons for a time that best suits their needs.

## How many lessons can a student access?

This will be different for each school in the program and will depend on several factors including:

* number of year levels accessing lessons
* number of lessons per year level
* cost per lesson
* availability of lessons outside of school hours.

Schools will liaise with the swim school to confirm the number of swimming lessons students can access and when they can access them (e.g. after school, on the weekend or during school holidays).

## Is there an expiry date for the vouchers?

Students should be booked into the Voucher program swimming lessons before 6 April 2023 and all lessons using the vouchers must completed by the 9 July 2023.

## How will students access swimming lessons using their vouchers?

1. Schools determine which students are eligible to receive vouchers (i.e. students that missed out on participating in school swimming and water safety programs because of the challenges in scheduling school swimming lessons over the past few years)
2. Schools liaise with their usual swim school to:
   1. organise and confirm the year levels and number of swimming lessons students will be able to access
   2. decide the date from which parents and carers will be able to book swimming lessons using their vouchers.
3. Schools send letters to parents and carers of eligible students that includes:
   1. a voucher for parents and carers with the following details:
      1. name and contact details of the swim school that will provide the swimming lessons
      2. number of lessons which are available for their child(ren)
      3. date from which parents and carers can book swimming lessons using their vouchers
   2. a request form which the parents and carers sign and return to the school.
4. Parents and carers return their request forms for their child(ren) to the school.
5. Schools provide the swim school with a list of names of students for whom the request form has been returned.
6. Using the details on the voucher, parents and carers contact the nominated swim school to book swimming lessons for date/s and time/s of their choosing.
7. Swim schools check that the students’ names are on the list provided by the school and confirm the booking.
8. Parents and carers present their vouchers to the swim school when they arrive for the first swim lesson to provide validation of their booking.
9. Swim schools record which students have received swimming lessons, and how many lessons have been provided to them.
10. Swim schools submit an invoice, with sufficiently detailed reporting to substantiate the number of lessons provided, to the respective schools for payment.

## Where will students be able to use the vouchers?

Students will only be able to use their vouchers at the swim school nominated by the school on the voucher.

## How will swim schools be paid?

Swim schools will invoice schools in line with existing school financial procedures.

## Will swim schools need to verify that students have received their swimming lessons?

Yes. Swim schools will be required to provide verification of students’ participation with their invoice to schools.

## Should the Agreement template between the school and swim school be used for the Voucher program?

Yes. You will need to sign the Agreement provided to you by the school. If you have any questions about the terms of the Agreement please contact Alison Porter, Statewide Swimming Coordinator, Targeted School Services Unit on 03 4334 0523 or email [school.swimming@education.vic.gov.au](mailto:school.swimming@education.vic.gov.au)

## What are parents and carers’ responsibilities?

You will need to inform parents and carers of any supervision and other parent/carer responsibilities required by the swim school.

## Are swim schools required to assess students for the Victorian Water Safety Certificate?

Yes. The VWSC sets out the swimming and water safety skills and knowledge that every Victorian student should have by the end of primary school. Swimming and water safety programs provided through thisprogram should enable students to achieve their VWSC, which is how the Victorian Curriculum requirement is met.

If students are assessed and achieve the competencies of the VWSC, swim schools should enter their details on the Life Saving Victoria VWSC dashboard so that a certificate can be issued.

## Who do I contact if I have a question about the School Swimming Outside of School Hours Voucher program?

For enquiries relating to School Swimming Outside of School Hours Voucher program contact Alison Porter, Statewide Swimming Coordinator, Targeted School Services Unit:

* phone: 03 4334 0523
* email: [school.swimming@education.vic.gov.au](mailto:school.swimming@education.vic.gov.au)