

SwimSafer™

Have Fun, Swim Safe

SwimSafer Assessors (Mandatory) Engagement

SwimSafer Existing Assessors



Session 1 (Zoom – Live):
Date: 5th September, Thursday
Time: 7:30 pm to 9:00 pm



Session 2 (Zoom – Playback):
Date: 6th September, Friday
Time: 10:00 am to 11:30 am

Reminder

- All Participants are required to turn on their camera for the duration of the virtual session via Zoom.
- Please ensure that you use the name you have registered with as your Zoom Name.

**This session is for:
Existing SwimSafer Assessors
who are not part of the
SwimSafer CAMS Mobile
Team Assessors**





2.0 Assessor Course 2024

BRIEFING AND ENGAGEMENT SESSION

AGENDA:

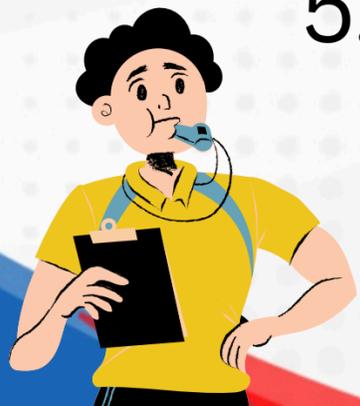
1. Timeline of CAMS Implementation Plan and Current Phase

2. Phase 2 of SwimSafer Assessor Course (CAMS) 2024

3. Assessor Workflow (Booking, Allocation, Assessment, Results)

4. Assessor SOP, Roles, Responsibilities, and Code of Conduct

5. Q&A session to address any queries you may have.





2.0 Assessor Course 2024

BRIEFING AND ENGAGEMENT SESSION

Key Factors for SwimSafer Centralised Assessment & Management System

Implementation of a centralized assessment system for SwimSafer addresses various crucial factors:

- **Standardisation:** Eliminates discrepancies in evaluation standards among assessors, ensuring fairness and accuracy in skill assessments.
- **Efficient Management:** Streamlines assessment scheduling, management, and participant inquiries, enhancing administrative efficiency and progress tracking.
- **Integrity Assurance:** Upholds the program's credibility by ensuring fair and transparent assessments, instilling confidence in participants and families.



2.0 Assessor Course 2024

BRIEFING AND ENGAGEMENT SESSION

Project Update: Dynamic Nature and Flexibility

Please Note:

As the SwimSafer 2.0 enhancement and CAMS transition project is complex and involves numerous stakeholders, there may be changes to the project details and timelines. Since our last engagement in June, adjustments have been made to better address evolving needs and emerging issues.

We appreciate your understanding that this dynamic project requires flexibility to ensure the best outcomes. We are committed to keeping you informed and will provide updates as necessary to align with our project KPIs and stakeholder needs.

Thank you for your continued support and collaboration.





2.0 Assessor Course 2024

BRIEFING AND ENGAGEMENT SESSION

Communication & Support Strategy

Inform Community: Keep all stakeholders updated

- Email & WhatsApp: Regular updates directly to stakeholders.
- Informational Sessions: Updates and Q&A for large groups.

Support Transition: Offer training and help for a smooth transition

- Courses & Workshop
- COP
- Clarification Session

Engage with Feedback: Collect and address feedback to make the process collaborative.

- Focus Groups: Detailed feedback from representative groups.
- Feedback Forms: Structured feedback and suggestions.
- Polls: Quick sentiment checks.





2.0 Assessor Course 2024 BRIEFING AND ENGAGEMENT SESSION

**RECAP:
Info from JUNE Engagement**

Overall Timeline of the SwimSafer Assessors validity and SOP transition.

**subject to potential changes*

June '24

Jun to Aug '24

Last Quarter of 2024



Traffic Light Timeline Flow Chart





2.0 Assessor Course 2024 BRIEFING AND ENGAGEMENT SESSION

UPDATE: September '24

Overall Timeline of the SwimSafer Assessors validity and SOP transition.

**subject to potential changes*

June '24

Jun to Aug '24

Last Quarter of 2024



IMPORTANT NOTE:

- *Phase 1 Assessor Training Course completed. (New SOP)
- *Integration for MOE SS Assessment
- *Phase 2 Assessor Training Course registration open
- *CAMS IT Platform Development



Traffic Light Timeline Flow Chart





2.0 Assessor Course 2024

BRIEFING AND ENGAGEMENT SESSION

TRANSITION PLAN

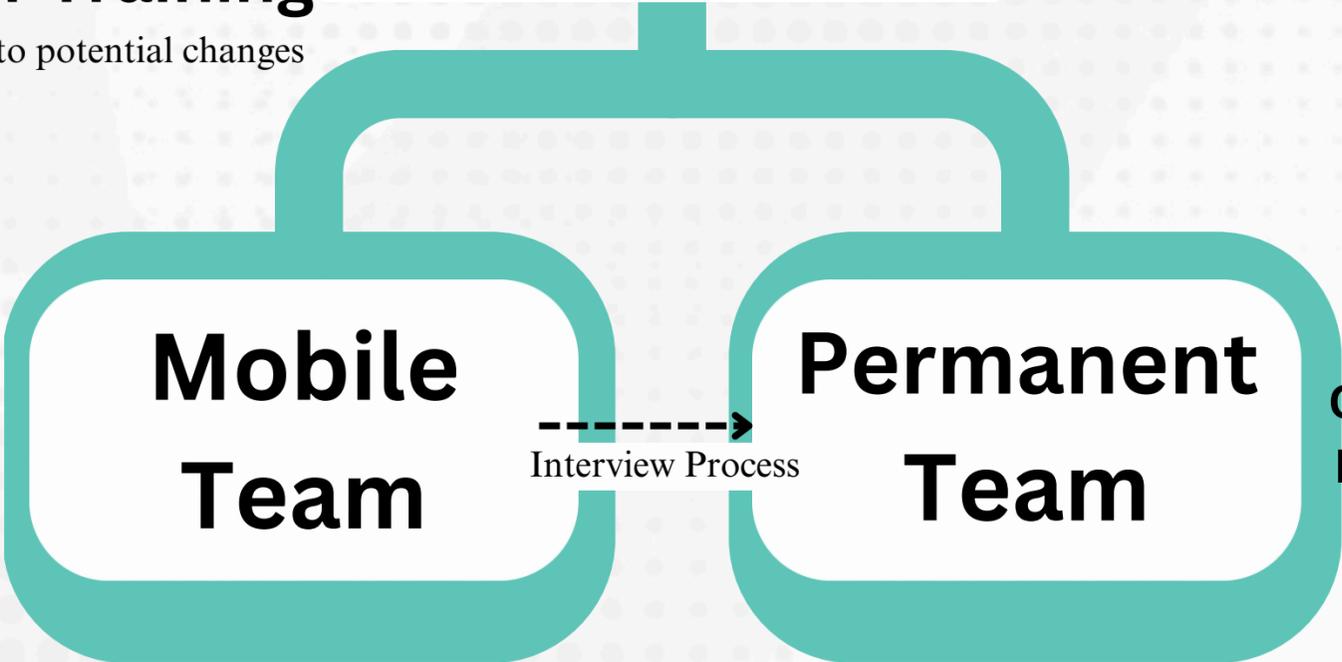


*Extension granted by SportSG till Launch of New SOP
*subject to potential changes

RECAP: Info from JUNE Engagement

Phase 1 (Jun '24 - Aug '24)
Assessor Training
Phase 2 (Nov '24 - Jan '25)
Assessor Training
*subject to potential changes

Training Phase



*Mainly MOE Assessments and Support Private CAMS

*Mainly Private CAMS and support MOE Assessments





2.0 Assessor Course 2024

BRIEFING AND ENGAGEMENT SESSION

**UPDATED
TRANSITION
PLAN**

**Existing
Assessors**

*Extension granted
by SportSG till
Launch of New SOP
*subject to potential changes

UPDATE: September '24

IMPORTANT NOTE:
*Phase 2 Assessor Training Course brought
forward (Sep '24 - Oct '24).
*Existing Assessors will continue till after
phase 2 Assessor Training Course

Phase 1 (Jun '24 - Aug '24)
Assessor Training

Phase 2 (Sept '24 - Oct '24)
Assessor Training

*subject to potential changes

Training Phase

*Mainly MOE
Assessments and
Support Private
CAMS

**Mobile
Team**

----->
Interview Process

**Permanent
Team**

*Mainly Private
CAMS and support
MOE Assessments





2.0 Assessor Course 2024 BRIEFING AND ENGAGEMENT SESSION

CURRENT

MOBILE ASSESSMENT



MOE
PRIVATE

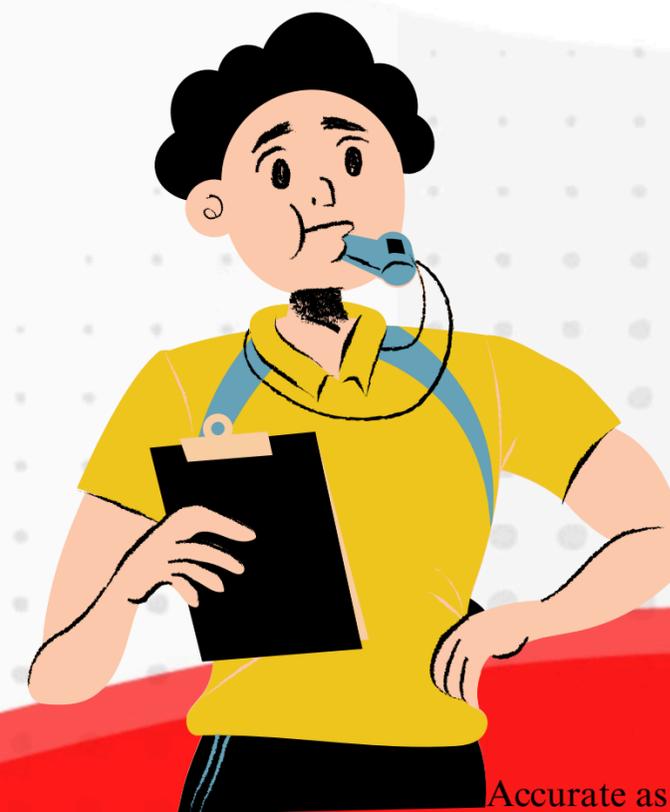
Assessments conducted on-site
at various locations

MODE OF
ASSESSMENT

UPDATE: September '24

IMPORTANT NOTE:

- *Phase 2 Assessor Training Course brought forward (Sep '24 - Oct '24).
- *Existing Assessors will continue till after phase 2 Assessor Training Course





2.0 Assessor Course 2024 BRIEFING AND ENGAGEMENT SESSION

TRANSITION

(Sept '24 - Feb / Mar '25)

*subject to potential changes

MOBILE ASSESSMENT



MOE
PRIVATE

Assessments conducted on-site
at various locations

CENTRALISED CENTRE

TBC - Setup

Assessments conducted at
designated centralized facilities.

UPDATE: September '24

IMPORTANT NOTE:

*Phase 2 Assessor Training Course brought forward (Sep '24 - Oct '24).

*Existing Assessors will continue till after phase 2 Assessor Training Course





2.0 Assessor Course 2024 BRIEFING AND ENGAGEMENT SESSION

**FUTURE
UPDATES
2025**

*subject to potential changes

**MODES OF
ASSESSMENT**

MOBILE ASSESSMENT

SwimSafer™ (MOE)

Assessments conducted on-site
at various locations

CENTRALISED CENTRE

SwimSafer™ (PRIVATE)

Assessments conducted at
designated centralized facilities.

FUTURE

SELF ASSESSMENT

**TBC SwimSingapore
Certain Levels**

Instructors perform self-assessments
following provided guidelines.

UPDATE: September '24

IMPORTANT NOTE:

*Phase 2 Assessor Training Course brought
forward (Sep '24 - Oct '24).

*Existing Assessors will continue till after
phase 2 Assessor Training Course





SWIMSAFER CENTRALISED ASSESSMENT AND MANAGEMENT SYSTEM (CAMS) CONTENT

ACTIVESG POOLS ZONE

CLASSIFICATION

NORTH ZONE

WOODLANDS/ /YISHUN / YIO CHU KANG / BUKIT CANBERRA

NORTH-EAST ZONE

HOUGANG / SENGKANG / BISHAN / SERANGOON / ANG MO KIO

CENTRAL ZONE

JALAN BESAR / GEYLANG EAST / TOA PAYOH / MOE EVANS / DELTA / QUEENSTOWN / CLEMENTI

WEST ZONE

JURONG EAST / JURONG LAKE / JURONG WEST / BUKIT BATOK / CHOA CHU KANG

EAST ZONE

PASIR RIS / TAMPINES / BEDOK / KATONG

Pool Locations

1. North Zone – TBC
2. North East Zone – TBC
- 3.. Central – TBC
4. West Zone – TBC
5. East Zone – TBC



UPDATE: September '24

MAIN CONSIDERATIONS:

- **Configuration:** Appropriateness and suitability of pools for assessments
- **Operational Suitability:** Feasibility for smooth execution of operations
- **Convenience:** Accessibility via public transport and availability of parking

Status: We are currently discussing with SportSG the possibility of securing proposed locations, exploring alternatives, and planning the sequence of launch.



2.0 Assessor Course 2024

BRIEFING AND ENGAGEMENT SESSION

AGENDA:

1. Timeline of CAMS Implementation Plan and Current Phase

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3. Assessor Workflow (Booking, Allocation, Assessment, Results)

4. Assessor SOP, Roles, Responsibilities, and Code of Conduct

5. Q&A session to address any queries you may have.



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2.0 Assessor Course 2024

BRIEFING AND ENGAGEMENT SESSION

UPDATE: September '24

SwimSafer™
Have Fun, Swim Safe

2.0 Assessor Course (CAMS) 2024

FORMAT
Module 1: 4 hrs Theory (Zoom)
Module 2: 4hrs Practical (Classroom)

ASSESSMENT CRITERIA
Online quiz completed within 72 hrs after Module 1, achieve 70% to pass

PRE-REQUISITES

- ✓ Valid NROC E-Card (Swimming)
- ✓ SafeSport Certificate
- ✓ TeachSAQ / CoachSAQ Member
- ✓ Up-to-date SwimSafer V2.0 Instructor certificate
- ✓ No History of complaints/disciplinary issues with CoachSG/NROC/SwimSafer/Singapore Aquatics

Multiple intakes from June 2024 - August 2024

New Assessor \$200
Existing Assessor \$120
(Price before GST)

PHASE 1 - COMPLETION

TOTAL NUMBER TRAINED

- **294** NEWLY TRAINED CAMS MOBILE ASSESSORS

NEXT STEPS

- **FEEDBACK & REFLECTION FORM**
- **ISSUE CERTIFICATE**
- **INTEGRATION TO CONDUCT SWIMSAFER ASSESSMENTS**
 - **GROUP 1: INSTRUCTORS TRANSITIONING TO ASSESSORS/NOT ON CURRENT ASSESSOR LIST - ONLY MOE ASSESSMENTS.**
 - **GROUP 2: EXISTING ASSESSORS - CONTINUE WITH BOTH PRIVATE AND MOE ASSESSMENTS.**

*The order of implementation may vary.



SwimSafer™

Have Fun, Swim Safe

2.0 Assessor Course 2024

BRIEFING AND ENGAGEMENT SESSION

UPDATE: September '24

IMPORTANT UPDATES (PHASE 2)

PHASE 2

- REGISTRATION IS OPEN (FROM 31 AUGUST 2024)
- ASSESSOR 5
- ASSESSOR 6

FEE

- EXISTING ASSESSOR: \$120 (BEFORE GST)

CCE HOURS

- 5 CCE HOURS
*Upon successful completion of the course

2.0 Assessor Course (CAMS) 2024
PHASE 2

FORMAT
Module 1: 4 hrs Theory (Zoom)
Module 2: 4hrs Practical (Classroom)

ASSESSMENT CRITERIA
Online quiz completed within 72 hrs after Module 1, achieve 70% to pass

PRE-REQUISITES

- ✓ Valid NROC E-Card (Swimming)
- ✓ SafeSport Certificate
- ✓ TeachSAQ / CoachSAQ Member
- ✓ SwimSafer V2.0 Instructor Renewal certificate
- ✓ Current SwimSafer Assessor
- ✓ No History of complaints/disciplinary issues with CoachSG/NROC/SwimSafer/Singapore Aquatics

Only for Existing Swimsafer Assessors

Existing Assessor \$120 (Price before GST)





2.0 Assessor Course 2024

BRIEFING AND ENGAGEMENT SESSION

UPDATE: September '24

Integration and Transition of CAMS Mobile Team Assessors: Phase 1

As we prepare to integrate the newly trained CAMS Mobile Team Assessors into our ongoing SwimSafer Assessments, focusing primarily on supporting MOE assessments, the current phase will involve the following:

- Integration of the newly trained CAMS Mobile Team Assessors to begin conducting assessments.
- Existing assessors will continue conducting assessments until their service end date.
- Phase 2 of the CAMS Assessors Course will be conducted from September to October, allowing interested individuals to register.



2.0 Assessor Course 2024 BRIEFING AND ENGAGEMENT SESSION

CURRENT

MOBILE ASSESSMENT



MOE
PRIVATE

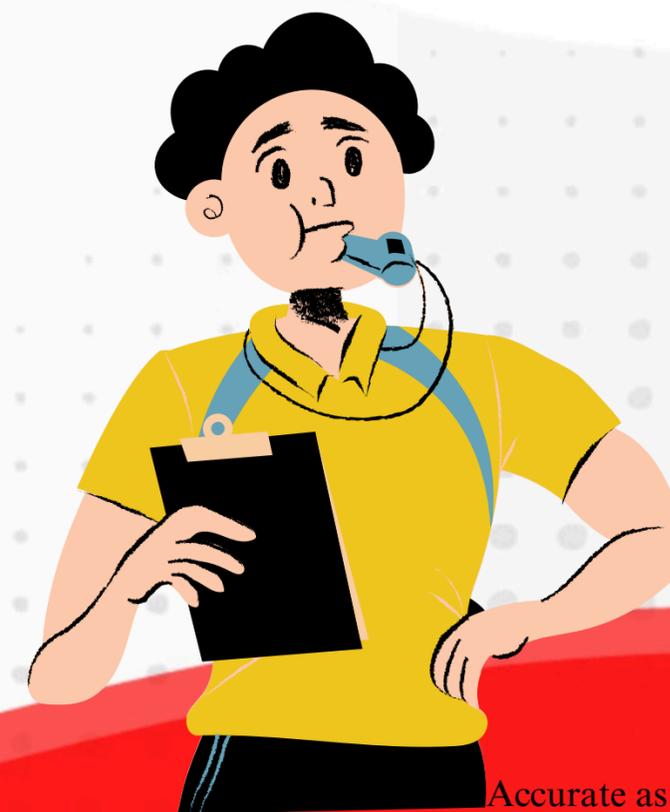
Assessments conducted on-site
at various locations

MODE OF
ASSESSMENT

UPDATE: September '24

IMPORTANT NOTE:

- *Phase 2 Assessor Training Course brought forward (Sep '24 - Oct '24).
- *Existing Assessors will continue till after phase 2 Assessor Training Course



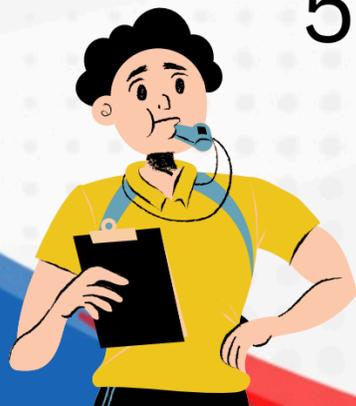


2.0 Assessor Course 2024

BRIEFING AND ENGAGEMENT SESSION

AGENDA:

1. Timeline of CAMS Implementation Plan and Current Phase
2. Phase 2 of SwimSafer Assessor Course (CAMS) 2024
- 3. Assessor Workflow (Booking, Allocation, Assessment, Results)**
4. Assessor SOP, Roles, Responsibilities, and Code of Conduct
5. Q&A session to address any queries you may have.





Assessor Engagement Session (Online)

5 - 6 Sep 2024

LIVE BETTER THROUGH SPORT



Agenda



1. New or Reinstated Assessor Registration Requirements
2. Walkthrough of transition assessment process flow (wef 1 Jul 2024)
3. Q&A





MOE / School Programme ActiveSG Pool Entrance Passes Bulk Purchase

Coordinators / Coaches will submit and pay for the required number of passes on FormSG itself:

- Service Provider / Vendor
- MOE School
- ActiveSG pool
- Date & Time
- No. of child & adult passes (where applicable)



<https://go.gov.sg/asgbulkpass>

SwimSafer Instructor Usage Permit

Instructors / Coaches will be required to submit their details and declare license validity:

- SwimSafer Instructor details
- SwimSafer Instructor license validity
- NROC membership validity
- ActiveSG Membership



<https://go.gov.sg/ssusagepermit>



New **SwimSafer** Assessor Registration



SwimSafer Instructor & Assessor Declaration Form

Step 1 : Please Scan the QR Code (if not already done so)

- Compulsory for all assessors to make acknowledgement & declaration of the following:
 - ✓ Assessor Vendor@gov & PayNow NRIC declaration
 - ✓ Instructor R&R
 - ✓ Assessor R&R
 - ✓ Code of Conduct
- Consent for Contact Information
 - ✓ Permission to share contact information upon request / confirmation of assessment job
- Select your preferred assessor zones or locations
 - ✓ To be distributed as a form of contact list for service providers / instructors to engage available assessors

Updated every 1-2 weeks

- SwimSafer Assessment Registration FormSG
- SwimSafer official website + Assessor Job Listing



<https://go.gov.sg/ssdeclaration>

Vendors@gov

Step 2 : Register supplier account Vendors@Gov as an individual

To facilitate Assessor payment process for 2024 SwimSafer assessments, kindly enable your account with Vendors@gov:

- Accept CAYE payments
- Default payment mode - PayNow NRIC

The screenshot shows the Vendors@gov website homepage. At the top, there is a navigation bar with the AGD logo and the text 'vendors@gov'. To the right of the logo, there are links for 'FAQs', 'User Manuals', 'Useful Resources', 'Helpdesk', and a search icon. Below the navigation bar, the main heading reads 'Your one-stop billing service for Singapore's Government.' To the right of this heading, there is a section titled 'Get started by logging in.' with a link 'Click here if you do not have an account'. Below this, there are two buttons: 'For Business Users Login with Singpass' and 'For Individual Users Login with Singpass'. Below the buttons, there are links for 'For Local & Foreign Entities' and 'For Individuals', with a note 'Click here if you are a foreign individual with an AGD Password'. On the left side, there is a yellow box with a smiley face icon and the text 'Regular System Maintenance: Please note that the system will not be available between 0500hrs to 0600hrs, and 1900hrs to 1930hrs (GMT+8) from Mon to Sat.' To the right of this box is a 'Latest Updates' section with a document icon and the text '(For self-employed persons) Update to PayNow'. Below this, there is a paragraph: 'With effect from 8 Jun 2024, PayNow NRIC or UEN (for business entities) will be the sole payment mode for self-employed persons (SEPs) to receive service fee payments from any government agencies.' At the bottom of the page, there is a graphic with the word 'INVOICE' and several icons: 'Monitor Payment Status', 'Update Vendor Details', 'Submit Invoices', and a user profile icon.

PayNow NRIC

Step 3 : Register NRIC to preferred Bank PayNow account

You may have already been informed by the Central Provident Fund Board (CPF Board) that with effect from 10 June 2024, PayNow will be the default mode of payment for Contribute-As-You-Earn (CAYE) Contribution for Self-Employed Persons (SEPs) who are Singapore Citizen (SC) and Permanent Residents (PR).

IMPACT TO SC/PR SEPs

- For existing PayNow users, do ensure that your details are updated.
- SC/PR SEPs are to get prepared for this change by linking their NRIC to PayNow to receive payment from SportSG. Failure to do so may result in payment being withheld from processing.
- Should there be any failure to link your NRIC to PayNow successfully before payment processing, **CPF Board will charge a processing fee of \$0.55 per failed transaction against SEPs ongoing/future transaction.** This fee will be offset against the payment to you.

Set up PayNow to receive payment	
To ensure that you will receive your payment promptly, you must register yourself for PayNow (NRIC). Please note that you will not receive the monetary payment if you register for PayNow using your mobile number. You can use the bank's online banking website, mobile banking app or through SMS to set up or register for PayNow using your NRIC/FIN. You can refer to the below for more information or to check with your bank on the available registration modes.	
	DBS/POSB Scan the QR code for information and instructions on how you can register for PayNow using their self-service channels. Please follow the instructions under "Register your NRIC/FIN" where you can link NRIC/FIN to your preferred bank account.
	OCBC Scan the QR code to set-up PayNow via Internet/Mobile Banking or Send an SMS to 72323 following this format: REGN <space> NRIC/FIN <space> last 6 digits of account number. <i>E.g. REGN S1234567A 024816</i>
	UOB Scan the QR code to set-up PayNow via Internet/Mobile Banking or Send an SMS to 71423 following this format: PAYNOW <space> NRIC/FIN <space> last 4 digits of the account number <space> NRIC <i>E.g. PAYNOW S1234567A 0816 NRIC</i>
	Maybank Scan the QR code to set-up PayNow via Internet/Mobile Banking or Send an SMS to 79899 following this format: PAYNOW <space> NRIC <space> last 6 digits of the account number <space> NRIC <i>E.g. PAYNOW S1234567A 024816 NRIC</i>
	HSBC (PayNow registration is only for 12 years old and above) Scan the QR code to set-up PayNow via Internet/Mobile Banking Please choose the option NRIC to be linked to your preferred bank account. <i>Note: This bank does not support registration of FIN as PayNow proxy for foreigners (non-Singaporeans/PR).</i>
	Citibank (PayNow registration is only for 15 years old and above) Scan the QR code to set-up PayNow via Internet/Mobile Banking. Please choose the option NRIC/FIN to be linked to your preferred bank account.
	Standard Chartered (PayNow registration is only for 15 years old and above) Scan the QR code to set-up PayNow via Internet/Mobile Banking Please choose the option NRIC to be linked to your preferred bank account. <i>Note: This bank does not support registration of FIN as PayNow proxy for foreigners (non-Singaporeans/PR).</i>

Key points to note for **SwimSafer**[!] Assessment transition process?

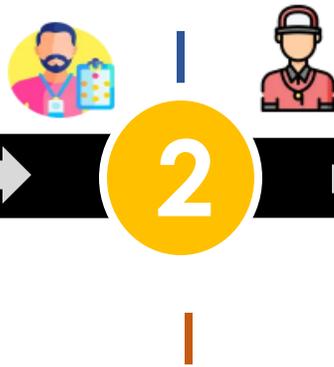


Assessment Workflow Overview

Assessment Registration & Payment



Assessment confirmation + Assessor assignment + Theory Quiz



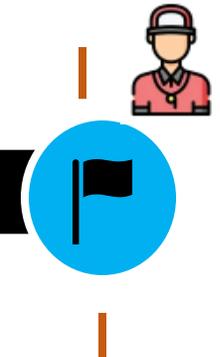
Confirmation of Practical Test Arrangements



Conduct and Grade Practical Test



Assessor Fee Payment and e-cert issuance



- Service Providers / Instructors register, pay and can select or arrange for their own qualified assessors (14 days advance)



Assessors

- SwimSafer team to verify registration and post assessment jobs without assessors (3-5 days)
- Assessors can look out for available jobs
- Service Providers / Instructors to inform participants on theory quiz

- Assessor will receive Assessment & participant details upon confirmation
- Service Providers / Instructors will be informed of their assigned assessors
- Assessment Change Request Form (if required and with valid reasons)

- Assessor Grading result submission
- To remind participants to complete theory quiz
- Assessment cancellation / refund form (if required and with valid reasons)
- Assessment rain-off form (reschedule due to inclement weather)

- SwimSafer team to send Service Providers / Instructors the post assessment report (3 days)
- e-Certificate Issuance to participants upon completion of tests
- Assessor fees to be reconciled and paid on a monthly basis



Service Provider / Instructors

Assessment Registration FormSG

Assessment Registration & Payment



|

1



1 Jul 2024 onwards

- SPs / Vendors will submit form for assessment registrations.
<https://go.gov.sg/ssregister>
- Ensure payment completed upon submission.
- Upload or Key in the correct details provided by participants when registering for assessments
- **Selection of Assessors based on their location and preferred zones.**
- Same fields required:
 - Full Name, Full NRIC / FIN, DOB, Gender, Class
- For MOE Schools
 - Provide Namelist to Assigned vendors (Only name and class)

The screenshot shows the 'SwimSafer 2.0 Assessment Registration Form' interface. It includes the following sections:

- 1. Sign Off:** A section for the user to sign off, with a 'Submit now' button.
- 2. Date of Assessment:** A field to enter the date in dd/mm/yyyy format.
- 3. Name of Assessment:** A field to enter the name of the assessment.
- 4. Service Provider/Swim School/Vendor:** A dropdown menu to select the provider, with 'Public' as an option.
- 5. Service Provider/DA Vendor mobile number:** A field to enter the mobile number, with '8123 4567' as an example.
- 6. Service Provider/DA Vendor Email:** A field to enter the email address.
- 7. Date of Assessment:** A date picker field.
- 8. Time of Assessment:** A field to enter the time in HH:MM format, with '(eg. 17:55)' as an example.
- 9. Participant Details:** A table with columns for Name, NRIC, Gender, and DOB (dd/mm/yyyy). Each row has a 'Select an option' dropdown for Gender and a date input for DOB.
- 10. Participant Name(s) (optional):** A large text area for entering participant names, with a 'Choose file or drag and drop here' button and a 'Maximum file size: 10 MB' note.
- 11. Declaration:** Two checkboxes for terms and conditions.

Assessment Registration Form SG Payment

Please ensure that amount indicated and paid matches the number of participants registered for the assessment. Incorrect payments will not be processed until the correct amount is reconciled. For example, if you uploaded using csv namelist for 10 participants, total amount is \$100

Choose Method

SwimSafer 2.0 Assessment Registration Form

Payment

test x 1	S\$0.50
Total: S\$0.50	

<input checked="" type="radio"/> Card	<input type="radio"/> PAYNOW PayNow	<input type="radio"/> G Pay Google Pay
---------------------------------------	-------------------------------------	--

Card number

1234 1234 1234 1234

Expiration date

MM / YY

CVC

CVC

Country

Singapore

Submit payment

Response ID: 667e3f81ff07f0793247a64d

Payment Successful

Thank you, your payment has been made successfully.

Your form has been submitted and payment has been made.

Details

Payment date
28 Jun 2024, 12:44:51 GMT+8
Response ID
667e3f81ff07f0793247a64d

Summary

test x 1	S\$0.50
Total	S\$0.50

Save proof of payment

Save payment Invoice

Invoice from Sport Singapore

Invoice #1467-5108

GST Reg No: MB82000067
Address: 3 Stadium Drive, Singapore 397630

AMOUNT PAID	INVOICE DATE	PAYMENT METHOD
S\$0.50	Jun 28, 2024, 4:44:50 AM	<input type="text"/>

SUMMARY

test x 1	S\$0.50
Amount charged (includes GST)	S\$0.50

Assessment Registration FormSG Observations

1. Please ensure that participants information is as accurate as possible
 - Eg: NRIC invalid – requires verification with parent & email clarification
 - Eg: Date of Birth – YYYY-MM-DD (2009-01-11)
 - **Number of participants matches payment amount (Not auto)**
 - Participant email and mobile leave blank – participant submit using theory quiz
2. Minimum payment amount is **\$50 per assessment** registered
 - If less < 5 participants registered → Do not submit place holders, leave blank
 - If amending or updating less < 5 participants → Use change request FormSG
 - If adding more > 5 participants → Use the Top-up FormSG payment
3. Each assessment registered should be for that particular date / timeslot, do not add columns to split the date / time or combine assessments
 - Group participants by Stage 1/2 – 30pax, Stage 3/4 – 20pax and Stage 5/6 – 10pax and **instructor assigned should be different if conducting different group stages**

Key points to note for **SwimSafer**[!]
Assessor selection or booking process?



Option A - Observations

1. If no assessor has been arranged **please indicate placeholder on the excel spreadsheet** or template under Assessor column
 - Eg: Assessor 1, Assessor 2, or JL1, JL2, etc
 - Help to split the participants by Stage 1/2 – 30pax, Stage 3/4 – 20pax and Stage 5/6 – 10pax
2. Confirmed agreement for assessor allocation or arrangement should be pre-confirmed between Service provider and Assessor before registering
 - **Assessor names indicated in registered will be taken as confirmed**
 - Do not double or triple book different assessments with different SPs and wait to see which confirmation comes first
3. Due to high volume of assessments registered **if SwimSafer is unable to send the namelist / confirm the assessor allocation 3 calendar days prior** to the start of assessment practical → Please proceed with arrangement as confirmed
 - Based on agreed arrangement between Service Provider & Assessor
4. **Assessor withdrawal only due to medical, official or compassionate grounds only**

Transition Assessor Job Booking System – Option B

Booking of assessor jobs (for those without assessors)



1st July 2024 onwards

- Verified Assessors can bid for available assessments jobs without pre-allocated assessors
- Calendar Filter function available
- Email Confirmation / Waiting list / Unsuccessful Booking will be sent
- First-Come-First-Serve-Basis and only 1 bid at a time
- OTP required again to bid another slot

The screenshot shows the top navigation bar of the SwimSafer 2.0 website with links for ABOUT, ACADEMIES & CLUBS, INITIATIVES, COACHES, RESOURCES, and CONTACT US. Below the navigation is a sidebar menu with options: About, Participants Corner, Instructors Corner, Book A Slot (highlighted in red), Frequently Asked Questions, Announcement, and Contact Us. The main content area is titled 'How to book' and contains a numbered list of 8 points detailing the booking process. A red 'Next' button is located at the bottom right of the page.

SwimSafer 2.0

ABOUT | ACADEMIES & CLUBS | INITIATIVES | COACHES | RESOURCES | CONTACT US

About | Participants Corner | Instructors Corner | **Book A Slot** | Frequently Asked Questions | Announcement | Contact Us

How to book

1. For all successfully registered SwimSafer 2.0 Assessments without an assigned Assessor, they will be listed / available for assessors to bid / book via the SwimSafer 2.0 webpage assessor job listing.
2. Available assessors shall bid / book for assessments based on "first come first served" basis through a 2 step process. Step 1: Licensed Assessor email verification and step 2: Slot booking.
3. SwimSafer Service Provider / Instructor and Assessors will be notified / updated via email once assigned Assessor(s) are confirmed or if the Assessor is on the waiting list / unsuccessful.
4. SwimSafer admin will confirm via email immediately if the assessment slot is available (confirmed assessor withdraws) or least 7 days prior if your bidding is unsuccessful (assessor is confirmed and waiting list assessor is no longer required).
5. Service providers are not allowed to bid as the assessor for their registered assessments. SwimSafer Admin reserves the right to withdraw the service providers from the assessment, except due to Assessor no-show.
6. For assessment without an assessor bid, it will remain open for bidding / booking on the SwimSafer webpage assessor job listing.
7. For assessor(s) who have withdrawn from an assessment bid, it will re-open for open bidding / booking on the SwimSafer webpage assessor job listing immediately upon withdrawal.
8. In an event where the assessment remains open with no bids or subsequent re-posted bidding remains unsuccessful, SwimSafer Admin may consider:
 1. Appointing an available certified SwimSafer Assessor at the assessment venue.
 2. Where all attempts to assign an assessor fails, the assessment concerned may be postponed.
 3. In such case, arrangement for another assessment schedule will be amended at no additional cost.

Next

How to Book Assessment Job Slot?

3 Step Process

Enter Personal Details

Retrieve OTP from Email

Choose Assessment Slot

Assessor's Details Step 1/4

Please ensure sure your verified name and authorised assessor email are entered correctly

First name*	Last name
<input type="text"/>	<input type="text"/>
Email*	Phone number
<input type="text"/>	<input type="text"/>

Assessor's Details Step 2/4

Please ensure sure your verified name and authorised assessor email are entered correctly

OTP Verification

OTP will expired in 5 minutes 04:56

SwimSafer Assessor Listing Step 3/4

select a date: ALL

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s.

DATE	TIME	VENUE	ASSESSOR PAX	
29 Jul	15:30 - 20:45	Victoria Park 2972 Westheimer Rd, Santa Ana, Illinois 85486	32 seat Available	<input type="button" value="Book Now"/>
29 Jul	15:30 - 20:45	Victoria Park 2972 Westheimer Rd, Santa Ana, Illinois 85486	32 seat Available	<input type="button" value="Book Now"/>
29 Jul	15:30 - 20:45	Victoria Park 2972 Westheimer Rd, Santa Ana, Illinois 85486	32 seat Available	<input type="button" value="Book Now"/>
29 Jul	15:30 - 20:45	Victoria Park 2972 Westheimer Rd, Santa Ana, Illinois 85486	32 seat Available	<input type="button" value="Book Now"/>
29 Jul	15:30 - 20:45	Victoria Park 2972 Westheimer Rd, Santa Ana, Illinois 85486	32 seat Available	<input type="button" value="Book Now"/>

- Assessors to Input Email Address and Phone Number which they have **declared** to SwimSafer.
- Booking System can only be used by **Verified Assessors**.

- Verified assessors to Input One-Time Pin-code sent to their email-address to verify their access.

- Assessors will be able to filter their preferred Booking Date through Calendar Function

Assessor Job Confirmation

3 Types of email responses received by Assessor after Booking of Slot

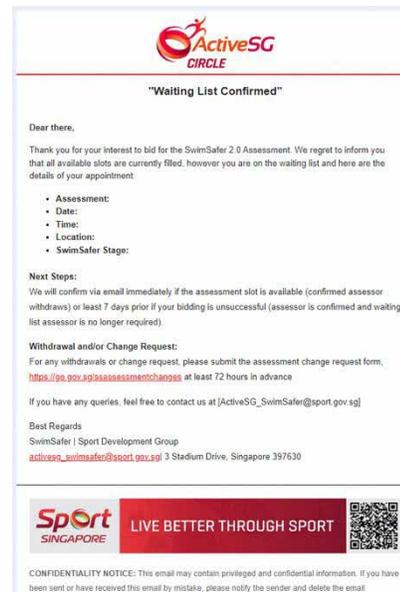
1. Confirmation



The screenshot shows an email titled "Booking Confirmed" from ActiveSG CIRCLE. The body text includes a greeting, confirmation of the bid, and details of the appointment. It lists assessment details such as date, time, location, and stage. It also provides instructions on arrival time and withdrawal/change request procedures. At the bottom, there is a Sport SINGAPORE logo with the slogan "LIVE BETTER THROUGH SPORT" and a QR code, along with a confidentiality notice.

- Assessors who bid for the slot(s) first are confirmed
- Alternatively if the previous Assessor has withdrawn, Assessor on waiting list will be assigned confirmation instead

2. Waiting List



The screenshot shows an email titled "Waiting List Confirmed" from ActiveSG CIRCLE. The body text expresses regret that all slots are filled and places the assessor on a waiting list. It lists assessment details and provides instructions on how to be notified if a slot becomes available. It also includes withdrawal/change request procedures and contact information. At the bottom, there is a Sport SINGAPORE logo with the slogan "LIVE BETTER THROUGH SPORT" and a QR code, along with a confidentiality notice.

- Assessors who bid for the slot(s) but not first are on left on waiting list instead
- 7 days / 1 week before practical will be updated

3. Cancelled / Unsuccessful



The screenshot shows an email titled "Booking Cancelled" from ActiveSG CIRCLE. The body text expresses regret that the assessment slot is no longer available and the bidding is unsuccessful. It lists assessment details and provides contact information for any queries. At the bottom, there is a Sport SINGAPORE logo with the slogan "LIVE BETTER THROUGH SPORT" and a QR code, along with a confidentiality notice and a link to unsubscribe or manage preferences.

- Confirmed Assessors who withdraw
- 7 days / 1 week before practical if no changes to confirmed Assessor, waiting list Assessor will be cancelled / unsuccessful

Option B - Observations

1. Due to high volume of assessments and change request – **Reminder: Assessors please do not book / bid for assessments that you are unable to commit**
 - Withdrawals will no longer be allowed
 - Assessor withdrawal only due to medical or compassionate grounds only
2. Please avoid **double booking the same assessment** - The 2 systems are not linked or integrated
 - Eg: confirmed in Option A for one stage or group but book again different stage or group in same assessment
 - Instructor shouldn't book as assessor for same assessment
3. Cancellation or Change of Date / Time
 - Assessor to be informed officially by Service Provider / Instructor at least 3 calendar days prior – Change request FormSG must be submitted
 - Due to high volume of request **if assessment is to be cancelled or date / time change but SwimSafer did not confirm** please contact Rhys directly via mobile
4. Pending System update (Planned for Oct) – Job listing Email confirmation to Assessors also to be auto sent to Service Providers / Instructors for updating

Theory Quiz

Theory Quiz

2

1. Go to the [website](https://go.gov.sg/ssstheory)

<https://go.gov.sg/ssstheory>

Welcome to SwimSafer Quiz Portal

Please be reminded to:

1. Take a screenshot of your completed theory quiz results for retention as proof of completion and verification purposes.
2. Provide accurate email and mobile number information, recommended to be valid parents/guardian contact details, which are required for the retrieval of the SwimSafer digital certificate upon successful practical assessment completion.
3. Provide your name as it should be printed on your certificate.

Any discrepancies or omissions may result in missing notification or unable to retrieve the digital certificate.

*BC/FIN/NRIC

*Name

*Email

2. Fill in all required fields marked with *

*BC/FIN/NRIC
(Participant)

*Name
(Participant name to be printed on certificate)

*Email
(Required for OTP to retrieve cert preferred Parent/Guardian)

*Stage

*Mobile number
(Required for OTP to retrieve cert preferred Parent/Guardian)

3. Accept the terms of conditions and click next

✓ By submitting your information on this form you agree that the Singapore Sports Council (re-branded as Sport Singapore with effect from 1 April 2014) may collect, use and disclose your personal data, as provided in this form or obtained by Sport Singapore as a result of your participation in this online quiz, for the following purposes in accordance with the Public Sector (Governance) Act 2018: to verify your identity and issuance of SwimSafer e-certificates; improving your experience on our Site and the App; to respond to your queries and/or feed-

Next

4. Take the test

SwimSafer Quiz Stage 1

Principles of Personal Safety and Survival

1. A child can swim alone if he or she has taken swimming lessons.

- TRUE
 FALSE

2. In case of an emergency in the water, which of the following numbers should you call?

5. View result

SwimSafer Quiz Stage 1

Submitted by: *****894I

Name: Alicia Yap

20-May-2024 06:32:55

Your score: 1/15

A minimum of 90% score is required to pass this quiz. Please try again.

Principles of Personal Safety and Survival

✗ 1. A child can swim alone if he or she has taken swimming lessons.

- TRUE
 FALSE

6a. If you passed

SwimSafer Quiz Stage 1

Submitted by: *****894I

Name: Alicia Yap

Submitted on: 21-May-2024 16:35:39

Your score: 15/15

Well done! You have completed your SwimSafer 2.0 Quiz. Please take a screenshot on your test result before

Remember to take a screenshot for your own record!

Principles of Personal Safety and Survival

✓ 1. A child can swim alone if he or she has taken swimming lessons.

- TRUE
 FALSE

✓ 2. When you are thrown off a boat without a Personal Floatation Device (PFD), you can use your c

- TRUE

6b. If you failed, retake the test

Your score: 1/15

A minimum of 90% score is required to pass this quiz. Please try again.

✗ 15. An unconscious victim may be facing up or down in the water and is not moving.

- TRUE
 FALSE

Back to Home

Try Again

SwimSafer
Here For. Swim Safe.

Sport
SINGAPORE

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SINGAPORE



Assessment Confirmation

Confirmation of Practical Test Arrangements



3

Assessment Registered & Paid

Invoice from Sport Singapore
Invoice #1467-5108
GST Reg No: MB82000067
Address: 3 Stadium Drive, Singapore 397630

AMOUNT PAID	INVOICE DATE	PAYMENT METHOD
S\$0.50	Jun 28, 2024, 4:44:50 AM	<input type="text"/>

SUMMARY

test x 1	S\$0.50
<hr/>	
Amount charged (includes GST)	S\$0.50

Assessor Assigned or Confirmed



Booking Confirmed

Tuesday, June 2024. 2.30PM

A confirmation email has been successfully sent to your registered email address.

Venue: **Victoria Park**
2972 Westheimer Rd.
Santa Ana, Illinois 85486

Stage: **4th**

- SwimSafer team to verify registration and post assessment jobs without assessors
- Service Providers / Instructors will be informed of their assigned assessors & to follow-up with liaison / practical arrangements
- Assessment Change Request Form (if required and with valid reasons)
- Submit cancellation & individual refund form if any participant has valid reasons

Any changes / Withdrawal / cancellations

Cancellation & Individual Refund Form

<https://go.gov.sg/ssrefund>

Assessment Change Request Form

<https://go.gov.sg/ssassessmentchanges>

Practical Assessment

Conduct and Grade Practical Test



4



1 Jul 2024 onwards

- Manual assessment checklist will remain mandatory for verification
- New process for selection of assessors by instructors prior to registration.
- Conduct the Assessment by following the new guidelines, rules and policies.

The image shows three screenshots of the SwimSafer 2.0 assessment checklist, labeled STAGE 1, STAGE 2, and STAGE 3. Each stage shows a grid of criteria to be assessed, with columns for 'Assessor's Name', 'Assessment Date', and 'Assessment Status'. The criteria include various swimming skills and safety protocols.

The screenshot shows the SwimSafer 2.0 website homepage. The page features the SwimSafer 2.0 logo and navigation menus. The main content area includes a 'How to register?' section with two ways to enrol, and an 'About SwimSafer Instructors and Assessors' section detailing requirements for instructors and assessors.

How to register?

There are 2 ways to enrol for the SwimSafer 2.0 programme:

1. Primary school students can enquire and register for the SwimSafer Programme with their respective MCE schools.
2. Register privately with an accredited SwimSafer swimming instructor. [Click here \(PDF file\)](#) to view the list of instructor details. (Instructor list updated as of 16 Apr 2024)

About SwimSafer Instructors and Assessors

The SwimSafer 2.0 programme and assessments are conducted by SportSG accredited SwimSafer 2.0 instructors and assessors.

SwimSafer instructors are required to possess valid:

- National Registry of Coaches Membership (NROC)
- Standard First Aid + AED
- SwimSafer 2.0 instructor certification

SwimSafer assessor is required to have:

Assessor Grading

1. Go to the [website](https://go.gov.sg/ssresult), fill in all required fields marked with *, then click "Next"

<https://go.gov.sg/ssresult>

SwimSafer Practical Assessment Results Submission

For test instructors to upload results of SwimSafer Practical Assessment.
Please fill up all the fields to continue.

* Assessor ID
[Text Input]

* Assessment Code
[Text Input]

* Stage
[Dropdown Menu]

* Number of Participants
[Text Input]

Next

The number of Student result boxes you have to fill up depends on the Number of Participants you chose in the previous page

2. Fill in your students' ID and their result (Pass/Fail/Absent)

Assessor ID: 1223431
Assessment Code: 374UEUSF
Stage: 1

Student result

Member ID
[Text Input]

Pass Fail Absent

Student result

Member ID
[Text Input]

Pass Fail Absent

Back Next

3a. If you click Pass/Absent, there is no further field to fill up

Student result

Member ID
2222222

Pass Fail Absent

Student result

Member ID
2222222

Pass Fail Absent

3b. If you click fail, a list of checkboxes will show for you to choose the reason(s) for failure

Student result

Member ID
2222222

Pass Fail Absent

Reasons for fail result

- Back float for 5 seconds and recover
- Correctly fit a PFD, jump into water
- Enter the water with slide-in entry
- Exit safely from water
- Float for 30 seconds, and then climb out of the water
- Front float for 5 seconds and recover
- Grasp the float and float for 10 seconds (w/o goggles)
- Move (with the float) to the pool edge
- Signal distress and call for help (w/o goggles)
- Submerge head in water, open eyes, blow bubbles and identify object on pool floor (w/o goggles)
- Swim 10m (alternating arms and legs or simultaneous arms and legs)
- Swim on the back 5m (alternating arms and legs or simultaneous arms and legs)

Back Next

After filling all the student results, click "Next"

4. Review your submission, then click "Submit"

Review your assessment results before submission

Assessor ID: 1223431
Assessment Code: 374UEUSF
Stage: 1

Absent 2222222
No result as student was absent

Back Submit

6. After submitting, you can choose to submit another assessment, or save your submission as a PDF

✓ **Your assessment results have been submitted**

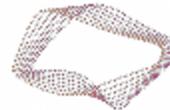
Assessor ID: 1223431
Assessment Code: 374UEUSF
Stage: 1
Submitted on: 19 Jun 2024 11:31:47

Pass 2222222
Student has passed the assessment

Submit another assessment Save as PDF

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Assessor Grading - Observations

1. Due to high volume of assessments and change request – [Namelist from SwimSafer may be inaccurate or missing names](#)
 - Please refer to service provider / instructor manual assessment checklist / namelist to grade participants
 - Take a screenshot or picture for reference or to submit to SwimSafer team for assistance or verification
 - Participants may be double registered for the same stage under different assessments (Private and MOE) – [Transition System only able to register 1 assessment with practical result as “Pass”](#)
2. Recommended to submit results in batches of up to 5 in case of error with member ID, Assessor ID or Assessment code
 - Please submit by stage in 1 submission especially if there are 2 grouped stages
 - [If after 2 tries not able to submit, please screenshot and email SwimSafer](#)
 - Tentatively Assessors will not be penalised for submitting results late (within 24hrs) if due to error
3. Pending System update (Planned for Oct/Nov) – Participants or member IDs will be auto populated after submitting Assessor ID, Assessment Code on step 1

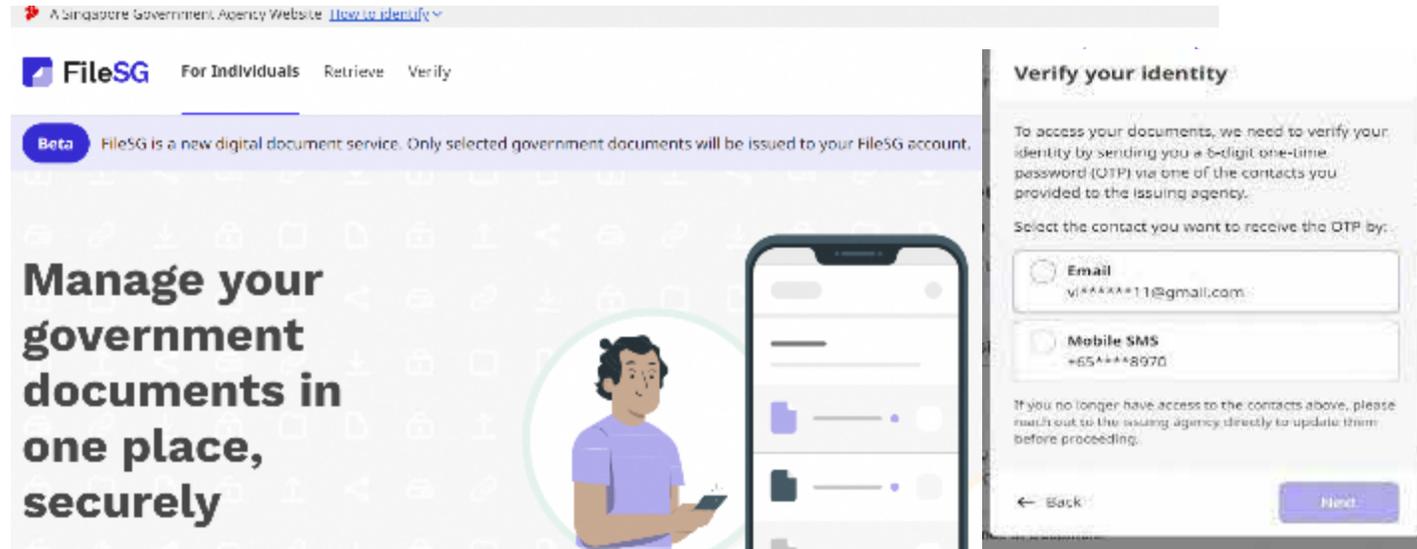
SwimSafer e-Certificate

Assessor Fee Payment and e-cert issuance



1 Jul - 15 Aug 2024 onwards

- Retrieve e-Certificates from FileSG
- <https://www.file.gov.sg/>
- Only participants will have access to e-Certificate via Singpass or Email / mobile OTP
- MOE Schools, SPs and Instructors will not be able to print out the e-certificates for the participants.



SwimSafer E-certificate Retrieval - Observations

1. Not recommended to indicate Service provider email or mobile to print the e-certificate for participant as it will lead to retrieval issues by the parents or participants
2. Email with instructions to retrieve e-certificate is immediately sent to registered email once **theory and practical results are completed**, OTP via email or mobile
 - If did not receive after 2-3 days, inform parents / participants to contact SwimSafer <https://go.gov.sg/ssreport>
3. Most common error in retrieving e-certificate via FileSG is **due to incorrect Date of Birth**
 - Known issue related to excel date function for assessments registered in old format of DD/MM/YYYY or MM/DD/YYYY

SwimSafer Updated FormSG Links

Assessment Registration & Payment

<https://go.gov.sg/ssregister>



<https://go.gov.sg/ssregister>

Assessment Rain-off

<https://go.gov.sg/ssrainoff>



<https://go.gov.sg/ssrainoff>

Current FormSG Links

Cancellation & Individual Refund Form

<https://go.gov.sg/ssrefund>

Assessment Change Request Form

<https://go.gov.sg/ssassessmentchanges>

SwimSafer Theory Quiz Page

<https://go.gov.sg/sstheory>



<https://go.gov.sg/sstheory>

SwimSafer Assessor Results Submission

<https://go.gov.sg/ssresult>



<https://go.gov.sg/ssresult>

Assessment Enquiry, Reporting & Feedback

<https://go.gov.sg/ssreport>



<https://go.gov.sg/ssreport>

End



2.0 Assessor Course 2024

BRIEFING AND ENGAGEMENT SESSION

AGENDA:

1. Timeline of CAMS Implementation Plan and Current Phase
2. Phase 2 of SwimSafer Assessor Course (CAMS) 2024
3. Assessor Workflow (Booking, Allocation, Assessment, Results)
- 4. Assessor SOP, Roles, Responsibilities, and Code of Conduct**
5. Q&A session to address any queries you may have.



2.0 Assessor Course 2024

BRIEFING AND ENGAGEMENT SESSION

UPDATE: September '24

Standard Operating Procedure (SOP) for SwimSafer 2.0 Assessors

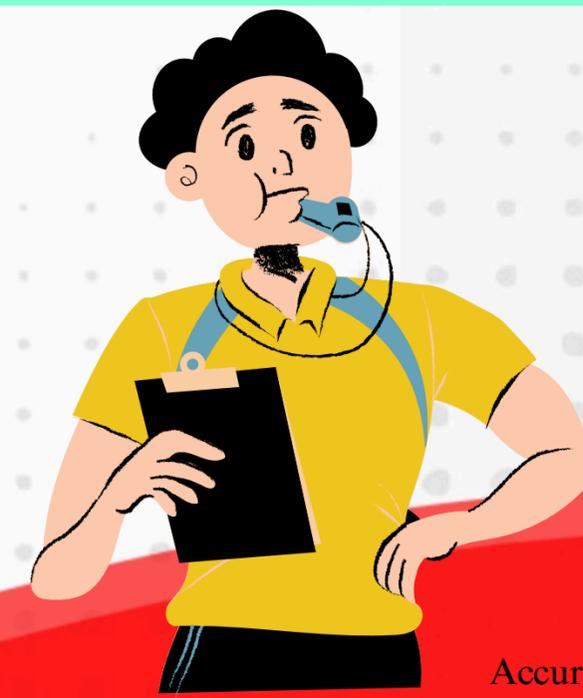
Objective:

This SOP provides a clear and structured guide for SwimSafer 2.0 assessors to conduct mobile assessments effectively, ensuring adherence to the SwimSafer V2.0 Programme curriculum, standards, and assessment protocols.

The SOP ensures that all assessors conduct the SwimSafer 2.0 mobile assessments consistently, safely, and fairly, in line with the protocols, fostering a positive and effective assessment environment for all participants.

IMPORTANT NOTE:

- *CAMS Mobile Assessors will conduct mobile mode assessments. Work closely with the instructor facilitating the assessment
- *Existing Assessors will continue till after phase 2 Assessor Training Course



2.0 Assessor Course 2024**BRIEFING AND ENGAGEMENT SESSION****UPDATE: September '24****Standard Operating Procedure (SOP) for SwimSafer V2.0 Assessors**

The steps in PACE provides a well-rounded approach that balances structure with the flexibility needed in assessments. It ensures that assessors are prepared, conduct assessments fairly and safely, and communicate results effectively.

PACE:**P: Preparation****A: Assessment Conduct****C: Creating a Safe Environment****E: Evaluation and Submission**

2.0 Assessor Course 2024

BRIEFING AND ENGAGEMENT SESSION

UPDATE: September '24

Standard Operating Procedure (SOP) for SwimSafer V2.0 Assessors

1. Preparation (P)

- **Arrival:**
 - Report to the assessment venue at least 15 minutes before the scheduled time.
- **Documentation and Protocols:**
 - Ensure the SwimSafer Assessment Protocol / Must-See criteria are readily available for reference during the assessment.
 - Prepare all necessary documents (hardcopy/softcopy) relevant to the assessment stage.
 - Verify participant identity and level prior to the start of the assessment.
 - Communicate clearly with the instructor you're collaborating with.
- **Briefing:**
 - Provide participants with clear and concise instructions about the assessment process, objectives, and expectations.



2.0 Assessor Course 2024

BRIEFING AND ENGAGEMENT SESSION

UPDATE: September '24

Standard Operating Procedure (SOP) for SwimSafer V2.0 Assessors

2. Assessment Conduct (A)

- **Safety Compliance:**
 - Adhere strictly to the required participant-to-assessor ratio.
 - Follow the prescribed sequence of assessment activities.
 - Ensure all "must-see" criteria are observed during the assessment.
- **Collaboration and Communication:**
 - Set and maintain clear and concise communication with all personnel involved throughout the assessment process.
 - Work closely with the instructor facilitating the assessment to ensure a smooth process.
- **Fairness and Flexibility:**
 - Use discretion to allow participants up to three (3) attempts to repeat or re-do a skill if necessary, ensuring fairness and consideration for all participants within the allotted time.
- **Professionalism:**
 - Conduct the assessment in a professional manner, adhering to the Roles & Responsibilities and Code of Conduct



2.0 Assessor Course 2024

BRIEFING AND ENGAGEMENT SESSION

UPDATE: September '24

Standard Operating Procedure (SOP) for SwimSafer V2.0 Assessors

3. Creating a Safe Environment (C)

- **Learning-Friendly Atmosphere:**
 - Prioritise both safety and effective learning application throughout the assessment.
 - Offer flexible scheduling options to accommodate different needs and reduce participant stress, fostering a learning-friendly and mastery-oriented environment. This includes using an empathetic tone, maintaining eye contact, and checking for understanding throughout the assessment.



2.0 Assessor Course 2024

BRIEFING AND ENGAGEMENT SESSION

UPDATE: September '24

Standard Operating Procedure (SOP) for SwimSafer V2.0 Assessors

4. Evaluation and Submission (E)

- **Result Communication:**
 - Debrief participants on their performance, highlighting learning points, areas for improvement, and reminding them to complete the online theory quiz.
 - Clearly communicate participants' results and any repeat attempts to the Service Provider/instructor before final submission.
 - Ensure all criteria, particularly those deemed as "failed" or "not competent," are verified with the Service Provider/instructor.
- **Submission of Report (If Any):**
 - Instructors and assessors must report any incidents, instances of misconduct, safety breaches, or non-compliance with the SwimSafer V2.0 Code of Conduct to Sport Singapore (SportSG), Singapore Aquatics, and SwimSafer administrators or relevant authorities for investigation and appropriate action.



2.0 Assessor Course 2024

BRIEFING AND ENGAGEMENT SESSION

Upcoming Forms Launch

1. SwimSafer 2.0 Incident Report Form

This form facilitates the convenient and prompt reporting of incidents, misconduct, safety breaches, or non-compliance with the SwimSafer 2.0 Code of Conduct. Your reports are crucial for maintaining safety and integrity within our program.

Purpose: Report any incidents, misconduct, safety breaches, or non-compliance with the SwimSafer 2.0 Code of Conduct.

2. SwimSafer 2.0 Program Enhancement and CAMS

Transition Feedback Form

This form is designed to support clear communication and collaborative efforts. Your feedback is invaluable in refining the SwimSafer 2.0 Program and ensuring a smooth transition to CAMS. We appreciate your insights and look forward to working together to enhance our swimming community. All reports will be handled confidentially, and your input is essential in upholding our program standards.

Purpose: Provide feedback on the SwimSafer 2.0 Program enhancements and the CAMS transition.

UPDATE: September '24

IMPORTANT NOTE:

Confidentiality: All responses are confidential and used solely to address issues.

Your Feedback Matters: Your input is vital for continuous improvement and smooth transitions.



2.0 Assessor Course 2024

BRIEFING AND ENGAGEMENT SESSION

UPDATE: September '24

Upcoming Forms Launch

1. SwimSafer 2.0 Incident Report Form



<https://tinyurl.com/SS2IReport>

Link will be provided via email

2. SwimSafer 2.0 Program Enhancement and CAMS Transition Feedback Form



<https://tinyurl.com/SSCAMSfeedback>

Link will be provided via email



2.0 Assessor Course 2024

BRIEFING AND ENGAGEMENT SESSION

UPDATE: September '24

Summarised (Mobile Assessment) SOP - PACE

- **Preparation (P):** Arrive 15 minutes early and have all required documents, equipment, and protocols ready. Verify participants' identities and levels. Communicate clearly with the instructor and provide participants with clear instructions.
- **Assessment Conduct (A):** Follow safety protocols, maintain clear communication with all personnel, and work professionally with the instructor. Allow up to three attempts for skills if needed, ensuring fairness and adherence to the sequence of assessment.
- **Creating a Safe Environment (C):** Organize assessments to foster a mastery-oriented environment while prioritizing safety and learning. Offer flexible scheduling to reduce stress, and maintain an empathetic, supportive atmosphere.
- **Evaluation and Submission (E):** Debrief participants on their performance and ensure all results are communicated and verified. Report any incidents or misconduct through the designated form.



2.0 Assessor Course 2024

BRIEFING AND ENGAGEMENT SESSION

SwimSafer Assessor ID Card

The SwimSafer Assessor ID Card is designed to officially identify and professionalised our assessors during their duties. This card is to be worn by the CAMS Assessor Team during all official SwimSafer assessments to ensure that assessors are easily recognizable and to reinforce the credibility of the SwimSafer program.

Purpose of the SwimSafer Assessor ID Card

Professional Identification: The ID card is to be worn during the conduct of assessments, clearly identifying the assessor to participants, coaches, and facility staff.

Verification of Credentials: The card provides a quick and reliable means for participants, coaches, and facility staff to verify the assessor's qualifications and authority to conduct assessments, reinforcing the credibility of the SwimSafer program.



UPDATE: September '24

IMPORTANT NOTE:

- *The SwimSafer Assessor ID Card will be issued at no additional cost to the assessors. Each card will come with a card holder and lanyard.
- *In the event of loss or damage. A replacement card will be issued, and a fee will apply for the reissuance.





SWIMSAFER CENTRALISED ASSESSMENT AND MANAGEMENT SYSTEM (CAMS) CONTENT

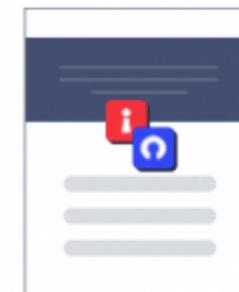


<https://go.gov.sg/ssdeclaration>



SwimSafer 2.0 Engagement - Instructor and Assessor Code of Conduct Declaration Form

🕒 5 mins estimated time to complete



Log in with Singpass app →

Sign in with the Singpass app to access this form.
Your Singpass login ID **will be included** with your form submission.

2.0 Assessor Course 2024

BRIEFING AND ENGAGEMENT SESSION

UPDATE: September '24

SwimSafer Compliance and Disciplinary Framework

Verbal Warning:

Example: An assessor fails to report for assignment without prior notification. Informal verbal counseling to address the issue and emphasize the importance of punctuality and communication.

Written Warning:

Example: An assessor conducts assessments in a hazardous area, endangering participants' safety. Formal written warning issued, highlighting the safety breach and reiterating safety protocols.

Final Written Warning:

Example: An instructor consistently fails to provide adequate feedback to participants. Formal final written warning issued, outlining the deficiency in feedback provision and consequences of continued shortcomings.

Suspension:

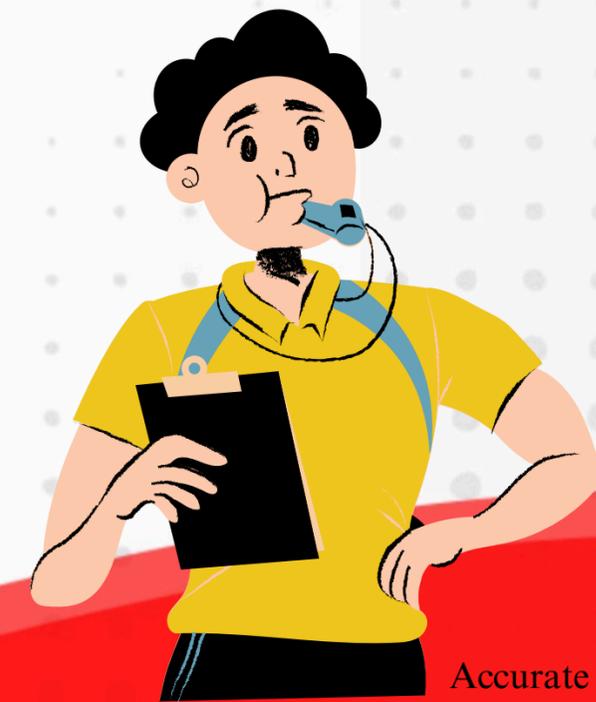
Example: An assessor repeatedly fails to update assessment results within the required timeframe. Temporary suspension from duties for a specified period, pending improvement in result reporting practices.

Termination:

Example: An assessor engages in inappropriate behavior during assessments, causing discomfort among participants. Termination of employment or contract due to misconduct and failure to uphold professional conduct standards.

IMPORTANT NOTE:

Adherence to the Assessor Code of Conduct and Roles & Responsibilities is crucial. Disciplinary actions, from warnings to termination, will be implemented to maintain program integrity and safety.



Important Announcement



WhatsApp Channel Information about the TeachSAQ/CoachSAQ Announcements and Updates ****Real-Time Communication****

This channel is for coaches to stay up to date on the latest announcements and updates regarding courses, workshops and programmes run by TeachSAQ and CoachSAQ.

Step by Step Guide on how to join the channel

Step 1: Scan the QR code below or click the link and follow us



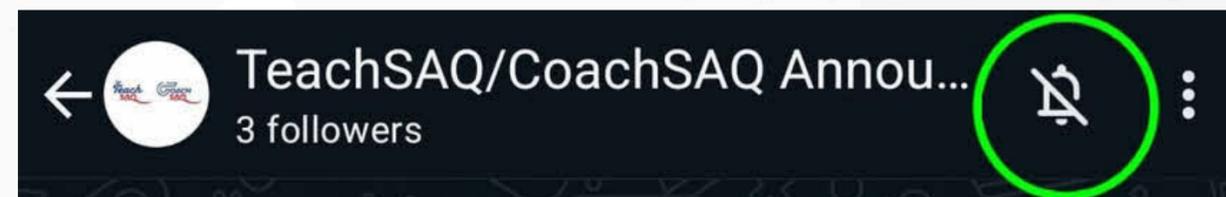
*Follow
-US-*

<http://tinyurl.com/wactcsaq>

Step 2: Click on the Follow button on the top right of your phone or device



Step 3: Turn on notifications by clicking on the bell icon so that you will be among the first to be notified when updates and announcements are sent out.



SwimSafer™

2.0 Assessor Course 2024

Have Fun, Swim Safe

BRIEFING AND ENGAGEMENT SESSION

Thank YOU!





Anniversary of **SINGAPORE AQUATICS**

Stay in Touch



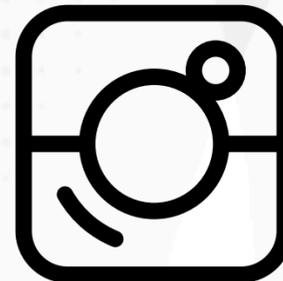
TeachSAQ@sqaquatics.org.sg



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WhatsApp Text
+65 8806 2484



@Singapore_Aquatics