

## Diving Qualifications

The authority to award BSAC diving qualifications rests with the National Diving Officer. They then delegate this authority to the Branch DO, or to the Lead Instructor of the Branch, in situations where the DO may not be suitably qualified. The BSAC does not support independent instructors. All instruction must come under the quality assurance procedures provided by being run either in a Branch, or under a Regional Coaching Scheme, or in a BSAC School.

It follows, therefore, that the person responsible for the issuing of qualifications will normally be the Branch DO. Where training has been *fully* completed by a BSAC school, the Lead Instructor of the School may award the qualification. Similarly, a BSAC Coach may award a qualification for training completed under the Regional Coaching Scheme.

Once all qualifying requirements have been met and appropriately entered and signed off in the member's Qualification Record Book, including experience dives, where required, the member may submit their Qualification Record Book to the DO to have the relevant diving qualification granted. It is the DO (or lead instructor) alone who grants the qualification by signing off the appropriate certificate page in the member's Qualification Record Book. They will also stamp the qualification page with the Club Stamp.

Typically, this may be done at a Branch Committee Meeting, when the award of qualifications will be reported by the lead instructor to the Committee and recorded in Branch Committee Minutes. This way the Branch Secretary is also notified and Branch training records / the Branch Diving Officer's Record Card for the member kept updated.

However, where there is some urgency to have a qualification signed off (for example, to enable the member to participate in a planned dive trip or similar), the member should approach the DO as early as possible, explaining the circumstances, and ask for a suitable arrangement to enable the signing off of the qualification. Remember, it is the member's responsibility to arrange this in plenty of time and with all the relevant paperwork already completed.

Once the qualification page has been signed by the Lead Instructor the member can then complete the "Q" Card application form, which came in their Training Pack, and send it to BSAC Headquarters along with a ID type photo. Their "Q" Card will then be dispatched to their home address.

If you have an questions related to the requirements for the award of qualifications, please ask.

Wayne Murray  
Branch DO