

FEATURES

- Teacher class sheets
- Administration class sheets
- Continuous profiles for each client
- Ability to view information on all previous attempts in that stage (level summary)
- Assessment sheets filled-in online
- “Must See” for each stage
- Video links to “Must See” skills
- Printable information sheets for multiple attempt clients
- Able to add the next stage to profile sheets
- Option to pre-fill wet class sheets with previous attempt information
- Teacher class sheets with skills not passed if two or more attempts
- Notes column on class sheets
- Medical definitions page
- List of Abbreviations used
- Term dates stated

STATISTICS

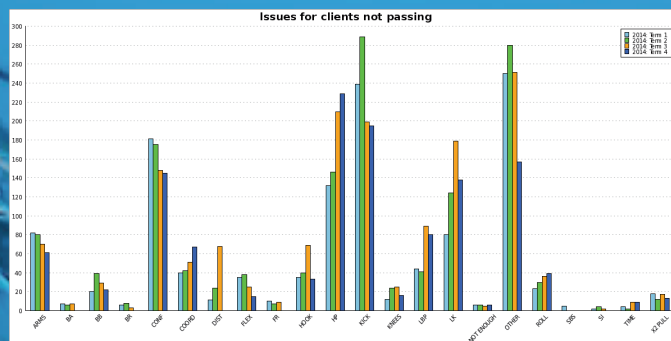
- Calculates the number of certificates required per teacher, day and level
- Details proportion of multiple attempt clients per day
- Overall numbers in program, including number per level
- Pass rates including number and percentage for each level
- Analysis of multiple attempt clients including their number of attempts, level, skills met and reason for not yet competent
- Analysis of skills not yet met for competency according to level, must see, stroke and reason
- Pass rate according to teacher, level, must sees, and overall totals

TEACHERS

This program can store the following details for each member of staff:

- Teacher name, contact details, home phone, mobile, email, emergency contact
- Qualifications held including teaching areas i.e. infant, pre-school, school age, adult and special needs
- Automatic reminders sent to staff and administration that qualification is due for renewal 1, 2 and 3 months prior.
- Ability to record completed and/or outstanding professional development
- Records completion of induction packs
- Notes feature for recording special information such as status of senior teacher, float teacher, capacity for prac students
- Automatic happy birthday emails sent to staff

OCPMS is provided as an online portal with the software and database hosted on the OCPMS server with daily database backup systems stored off-site. Access to the online system is via browsers using user-id and password control. The system incorporates multiple levels of security. Your nominated staff member, acting as the Swim School OCPMS Administrator, can assign user access levels.



Prevalence of issues for clients not passing over four terms

MANAGEMENT

Listed below is an example of the features that will assist administration to streamline their documentation and provide information for management:

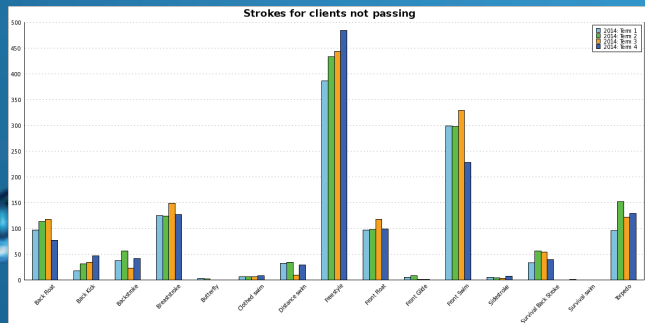
- View teacher roster
- Printable contact lists
- Report of which levels each teacher is allocated
- Report of how many clients are assigned per teacher
- Ability to upload and view OCPMS manual and Swim School manual
- Ability to upload online resource for staff
- Different levels of access
- Report on clients who re-enrol in next level without meeting all competencies in previous level
- Report on incomplete profiles
- Number of attempts in level per client shown on class list
- Levels identified for clients participating in split-level classes
- List of E-learning resources available and links if applicable
- Renewal dates for teacher’s qualifications with automatic reminders sent 1, 2 and 3 months prior
- Calculates certificates required for ordering
- Relief availability calendar
- Ability to manage forum for staff

There are many different reporting options, based on client profiles (completed at the end of each 'term'), to help Swim School Administration track client performance to ensure that the clients are being provided the most appropriate instruction.

Reports are also available to assist the Swim School Administration determine the most appropriate professional development courses for swim teaching staff to improve client achievement of skills necessary to progress through the various swimming stages.

Breakdown of skills not passed by client

Stroke	Term 1	Term 2	Term 3	Term 4
Back Float	97	114	118	77
Back Kick	18	31	34	47
Backstroke	38	56	23	42
Breaststroke	125	124	149	127
Butterfly	-	3	2	-
Clothed swim	6	6	6	8
Distance swim	32	34	9	29
Freestyle	386	433	444	484
Front Float	97	98	118	99
Front Glide	5	8	1	1
Front Swim	299	298	329	228
Sidestroke	5	4	3	7
Survival Back Stroke	33	56	54	40
Torpedo	96	152	122	129



Strokes for clients not passing

TESTIMONIALS

"...The OCPMS team has developed a way to export from our systems to do this all online and give each instructor instant access to all of their profile sheets.

As this is instant it means we do not have to spend weeks of checking, filling and sorting. The process eliminates the possibility of losing any of this valuable information. This has released one staff member for eight weeks per year to assist in other ways."

Lee Duffy - City of Wanneroo Swim School Coordinator

OCPMS

**ONLINE CLIENT PROFILE
MANAGEMENT SYSTEM**

"That it is all on there and no missing sheets and how many attempts"

"Easier to write profiles"

"Easier to find client history"

"Teacher availabilities and other teachers contacts"

"Easy to understand"

"Has attempts without counting"

"Simple/easy to use"

"Faster to write a profile"

"Easy to see past results and comments"

"The ease of completing each profile"

"Faster to find things than paper copies"

"Easy to modify following a reassessment"

"Able to write as much as you like not limited on space"

The software suite is designed to provide the Swim School Administration with the tools necessary to efficiently manage clients and staff involved in their swim programmes.

There are many statistics available via the system to enable quick and accurate review of staff and client performance. This information is vital to efficiently organise professional development sessions providing targeted information, based on historic records as to the teaching of swim skills and the individual elements which may require fine tuning.

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Teacher feedback - City of Wanneroo