



11. IT Staff Instructor Course

11.1 Introduction

The IT Staff Instructor course is the first module of SDI's Instructor Trainer (IT) development program. This program trains candidates to conduct the SDI Instructor Development Course (IDC) independently. In addition, IT Staff Instructors are qualified to conduct the SDI Non-Diving Specialty Instructor course and specialty ratings for SDI Instructors and Assistant Instructors. It also prepares candidates for the second module of the SDI Training program, the Instructor Trainer Workshop (ITW).

11.2 Qualifications of Graduates

Upon successful completion of this course, graduates may:

1. Conduct the IDC portion of an SDI Open Water Scuba Diver Instructor course
2. Conduct the SDI Non-Diving Specialty Instructor course
3. Certify SDI Instructors, Assistant Instructors and Non-diving Specialty Instructors to teach SDI Diving specialties they hold instructor ratings for
4. Attend an SDI Instructor Trainer Workshop (ITW)

*Certain Specialty Instructor ratings are subject to minimum student numbers being met before IT status is granted.

Note: IT Staff Instructors cannot conduct the IEC portion of an SDI Instructor course

11.3 Who May Teach

1. An active SDI Instructor Trainer who has:
 - a. Completed a full ITW program conducted by an SDI Headquarters appointed IT Evaluator
 - b. Applied in writing to and been approved by SDI Headquarters Training Department
 - c. Certified a minimum of 5 SDI Open Water Scuba Diver Instructors, at the IDC or IEC level

11.4 Student to Instructor Ratio

Maximum candidate to instructor trainer ratio for academic, confined water and open water is 8 to 1 unless otherwise specifically authorized by SDI Headquarters Training Department.

11.5 Student Prerequisites

1. Minimum age 21
2. Provide proof of 200 logged dives
3. Active SDI Open Water Scuba Diver Instructor or equivalent, for a minimum of 2 years with no quality assurance issues for the past 12 months
4. Have issued a minimum of 150 SDI (or equivalent) diver certifications at various levels.



Suggested levels as defined below:

- a. 100 open water scuba diver
- b. 25 rescue diver
- c. 20 specialty diver
- d. 5 Divemaster or Assistant Instructor

*A minimum of 25 of the required student certifications must be SDI unless authorized in writing by SDI Headquarters Training Department prior to course commencement

5. Provide proof of current CPR, first aid and oxygen provider, *where local law permits*
6. Have a current medical examination for scuba diving signed by a licensed physician
7. Staff at least 1 instructor development course (IDC) prior to IT Staff Instructor training

11.6 Course Structure and Duration

Course Structure:

1. Instructor trainers may structure courses according to the number of candidates participating
2. The IT Staff Instructor course may be taught in conjunction with the ITW by headquarters appointed IT Evaluators only

Duration:

1. The minimum number of training hours for the IT Staff Instructor course is 100, of which 40 must be under direct supervision of an SDI Headquarters approved IT; 60 hours may be credited from pre-course study, and staffing an IDC, at the discretion of the instructor trainer

11.7 Administrative Requirements

Administrative Tasks:

1. All course fees must be paid in full two weeks prior to the start of the course
2. Candidates must have the proper equipment for confined/pool training and open water
3. Communicate the schedule and course content to the candidate(s)
4. Have the students:
 - a. Complete the *SDI Liability Release and Express Assumption of Risk* Form
 - b. Submit the *SDI Medical Statement* Form signed by a licensed physician
5. Verify candidate's number of logged dives and number of students taught
6. Verify no quality assurance (QA) issues for candidate within past 12 months
7. The conducting IT(s) must submit a fully completed SDI IT Staff Instructor Training Application Form to SDI Headquarters, with all required supporting documentation, for approval **prior to commencement of training**

Upon complete of the program the instructor trainer must submit to the HQ Training Department:

1. Completed SDI IT Staff Instructor Skills Checklist & Registration form for each candidate
2. Copy of the SDI IT Staff Instructor Written Examination(s) completed by each candidate



11.8 Training Materials

Required materials for the IT Staff Instructor candidate:

1. *SDI Standards and Procedures*
2. *SDI Open Water Scuba Diver Instructor Manual and Resource CD*
3. *SDI Open Water Scuba Diver Manual, Video, or DVD, or CD-ROM*
4. SDI Confined Water and Open Water Slates
5. SDI In-water Evaluation Slates
6. *SDI Instructor Evaluation Forms*
7. *SDI/TDI/ERDI Instructor Trainer Manual*

For the Instructor Trainer:

1. *SD/TDI/ERDI I Instructor Trainer Manual*
2. *SDI Standards and Procedures*
3. *SDI Open Water Scuba Diver Instructor Manual and Resource CD*
4. *SDI Open Water Scuba Diver Manual, Video, or DVD, or CD-ROM*
5. SDI Confined Water and Open Water Slates
6. SDI In-water Evaluation Slates
7. *SDI Instructor Evaluation Forms*
8. SDI IT Staff Instructor Written Examination(s) – available via HQ Training Department
9. SDI IT Staff Instructor \Skills Checklist & Registration Form - available via HQ Training Department
10. SDI IT Staff Instructor Pre-Course Study Package – available via HQ Training Department

11.9 Required Equipment

Basic open water scuba equipment for dive leaders, as described in section two of this manual

11.10 Required Subject Areas

In addition to topics taken from other SDI Leadership courses at the discretion of the conducting Instructor Trainer, the following topics, in line with information detailed in the current IT manual, are required to be covered and the candidate's comprehension and ability to convey them are required to be evaluated:

1. How to use the IT Manual
2. Being a Professional Instructor Trainer
3. Instructor Training Process - General
4. The SDI/TDI/ERDI Instructor
5. Dive Leader Risk Management
6. Methods of Instruction
7. The Business of Diving
8. Instructor Evaluation Process
9. SDI Instructor Training Process Overview
10. Scheduling Options



11. Course Orientation
12. Teaching the SDI Instructor Courses
13. Dive Leader Risk Management
14. How to Teach Diving Physics
15. How to Teach Diving Physiology
16. Courses an SDI Instructor can Teach
17. Teaching the Rescue Instructor Course
18. Teaching the Divemaster and AI courses
19. Teaching Specialty Instructor Courses
20. Marketing SDI Instructor Courses
21. Conducting Instructor In-Water Sessions
 - a. Demonstration of OWSD/Watermanship skills
 - b. How to Teach Skills in Pool/Confined Water
22. Preparation, Planning, Presentation
23. Non-Diving Specialty Instructor Program
24. Instructor Crossover Program
25. Knowledge Quests, Exams

11.11 Required Skill Performance and Graduation Requirements

Presentation and evaluation topics are taken from SDI's Instructor Development program and candidates are required to successfully complete the following skills, using SDI Training Material:

Academic

1. Successfully complete the IT Staff Instructor pre-course study package which includes:
 - a. Written Standards and Procedures Exam
 - b. Online OWSDI course
 - c. Online Professional Familiarization (crossover) course
1. Present, at an instructor trainer quality, a minimum of:
 - a. Two diver level academic presentations *
 - b. Three instructor level academic presentations*
 - c. Two diver level confined water presentations
 - d. Two diver level open water presentations
2. Evaluate a minimum of:
 - a. Two diver level academic presentations *
 - b. Three instructor level academic presentations*
 - c. Two instructor level confined water presentations
 - d. Two instructor level open water presentations
 - e. One rescue demonstration
3. Successfully pass the SDI IT Staff Instructor written exam with a minimum score of 80 percent and a 100 percent remediation by the conducting IT



Pool/ Confined water

1. Perform, to demonstration quality, one complete rescue scenario
2. Perform a 10 minute survival-float, without the use of swimming aids
3. 400 metre swim on the surface, non-stop, any stroke, without the use of swimming aids, in less than 10 minutes; swim goggles permitted
4. 800 metre swim with mask, snorkel, and fins non-stop without the use of arms in less than 17 minutes
5. Bring a diver, simulating unconsciousness, up from depth, not greater than 6 metres / 20 feet; at the surface swim them 100 metres in less than 4 minutes
6. Candidates must perform , to demonstration quality, all skills listed in the SDI Open Water Scuba Diver Course
7. Pool/confined water problem solving

Open Water

1. In open water candidates must perform, to demonstration quality, all skills listed in the SDI Open Water Scuba Diver Course
2. Open water problem solving
3. Demonstrate mature and sound judgment concerning student coaching and evaluating

***Academic presentation topics selected by the conducting instructor trainer may include, but are not limited to, the following subjects:**

1. Diver Level:
 - a. Equipment
 - b. Physics of Diving
 - c. Medical Problems Related to Diving
 - d. Dive Planning, Diving Tables, Personal Dive Computers, Decompression Theory
 - e. Dive Environment
 - f. Emergency Procedures, Accident Management, Diver Assistance
 - g. Recommended Safe Diving Practices
 - h. Communications
 - i. Boat Diving
2. Instructor Level:
 - a. Diving Industry Overview
 - b. Entry Level and Continuing Education Courses
 - c. Academic and In-water Lesson Planning and Skills Teaching
 - d. Standards and Procedures and Quality Assurance

Subjects are to be allocated from topics covered in SDI materials and presented using SDI resources.