

Name: .....

(Office use only)

Date application received: ..... Completion Date: .....

Approved: Yes/No ..... Coaching ID: .....

## Procedure for Recognition of Prior Learning/Current Competence



### Recognition of prior learning/current competence procedure

If a person considers that they have already acquired the competencies of the specific NCAS/NOAS training program, they may apply to have these skills recognised.

The RPL/RCC Assessment is carried out when the applicant provides evidence of the relevant competencies; completes the RPL/RCC application form and forwards this to the Sport Development Manager at Surfing Australia for processing.

### How can prior learning be recognised?

There are many ways that you can show evidence of the competencies you hold. RPL/RCC can only be granted on current evidence, that is, work that has been completed within the last two years. Some examples of evidence that can be provided to demonstrate your competencies include:

- Copies of certificates, qualifications achieved from other courses, school or tertiary results
- Statements outlining courses and/or study that you have undertaken and the learning outcomes/competencies achieved from these.
- Resume of experience
- Reports from people within your sport
- Relevant work samples e.g. training programs, videos of your coaching.
- Evidence of home/self-directed study which may include a list of recent readings, synopsis of seminars attended, reports of own research/analysis undertaken.
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**An RPL/RCC assessment panel** will assess the application. The panel should comprise people who are experienced in the areas of:

- Coach/Official Education
- Assessment
- It is also desirable that they are accredited at a higher level than the RPL/RCC applicant.

### RPL/RCC procedure

The following sequential process has been established as the procedure to be followed when a person wishes to obtain credit of prior learning or current competencies through RPL/RCC.

### **Step 1 – Complete this application form and send to Surfing Australia**

Applicants will need to gather all relevant supporting documentation and complete the RPL/RCC application form. Forward this with supporting documentation to the National Coaching or Officiating Coordinator at Surfing Australia:

Jim Hughes - Sport Development Manager: **PO Box 400, Thirroul NSW, 2515, Australia.**

### **Step 2 – Assessment**

The application will be reviewed by an RPL/RCC assessment panel. The panel will compare the evidence provided by the applicant with the competencies required for the training program. A judgement will be made about whether the applicant wholly or partially meets the requirements. The panel should check that the evidence submitted conforms to the following RPL/RCC principles:

- Validity (is the evidence relevant?)
- Sufficiency (is there enough evidence?)
- Authenticity (is the evidence a true reflection of the candidate?)
- Currency (is the evidence recent – obtained within the past 2 years?).

The RPL/RCC assessment panel will complete and return the assessors' reports with recommendations for the applicant.

### **Step 3 – Notification**

The applicant will be notified of the decision within two months of receiving the application (although an application will usually only take 2 weeks).

In the event of partial completion of the competencies, the panel will outline which competencies still need to be achieved, and preferably what evidence is still required.

Options include:

- Supply further supporting documentation
- Complete certain assessment activities
- Complete parts of a training program
- Work with a mentor to obtain the required competencies.

Successful applicants for RPL/RCC will receive the appropriate certification/accreditation, and where appropriate, will be placed on the NCAS/NOAS coaching database.

### **Step 4 – Appeal**

The applicant has the right to appeal the RPL/RCC assessment panel's decision, if they believe the decision is unfair, unjust or if the panel has misinterpreted the evidence.

In the case of an appeal, a new assessment panel will be established. The new assessment panel will review all material available and make a decision. The RPL/RCC review assessment panel will notify the applicant of the decision within six months of receiving the appeal. The decision of the RPL/RCC review assessment panel will be final.

# RPL/RCC Application Form

## SECTION 1 – Personal details

Name:

Date: / /

Organisation (if applicable):

Position (if applicable):

Address:

Postcode:

Suburb:

State:

Phone:

Mobile:

Email:

Date of Birth: / /

Gender: M  F

ATSI: Yes  No

### State Membership

In order for your RPL/RCC application to be successful you must be a current member of your State Branch. If you are not already a member, visit [www.surfingaustralia.com](http://www.surfingaustralia.com) Click on the State in which you live and follow the links to 'Membership'.

Please enter your **State Membership Number** here:

### Expired Surfing Australia Accreditations

If you have been an accredited Surfing Australia coach in the past, please enter your **Coaching ID Number** here:

### Coaching Level

Please detail below which coaching accreditation(s) you are applying for under this RPL/RCC application (*Level 1 – Surf Instructor / Level 2 – Surf Coach*):

## **SECTION 2 – Evidence (COMPULSORY)**

<b>Competency</b>	<b>Summary of evidence provided</b> Please supply evidence relating to <u>each</u> competency in the form of education and training, work related experiences and life experiences. Please attach copies of documents and/or references to this application where applicable.
Plan and prepare a surfing lesson appropriate to the needs of the beginner surfer	
Conduct coaching sessions appropriate to the needs of your clients/students	
Facilitate learning of ocean awareness, beach safety and surfing etiquette	
Facilitate learning of the fundamental skills required by the beginner surfer	
Communicate effectively with beginner surfers and others involved in the program/lesson such as assistant coaches; teachers; parents; carers and others	
Observe and assess beginner surfers performance	
Provide appropriate feedback on performance	
Adjust the activities to suit the needs of individuals	
Evaluate achievement of the objectives of the coaching session	
Evaluate the effectiveness of their coaching behaviour	
Identify and implement the appropriate modifications to their coaching behaviour	

### **SECTION 3 – OTHER REQUIREMENTS**

**The following documentation and copies of all certificates MUST be submitted in order for this application to be successful:**

1. Current Surf Rescue Certificate - Surf Lifesaving Association Bronze Proficiency (SLSA); Surf Rescue Certificate Community award (SLSA); Ocean Rescue Award (RLSS); OSSCA Award (APOLA); or equivalent
2. Current 'Provide First Aid' Certificate (or 'Apply First Aid' Certificate)
3. Current Working with Children Check valid for your State
4. Signed Coaches Code of Ethics Form *(Surfing Australia Website)*.

**I declare that the evidence I have provided is a true and accurate record of my work and life experiences:**

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**Signature of applicant**

**Date**

## Payment

Applicants must pay one of the following RPL administration fees:

<b>Standard RPL</b>	<b>\$130.00</b>	<b>(Inc. GST)</b>
<b>Equivalent RPL</b>	<b>\$95.00</b>	<b>(Inc. GST)</b>

*Note: Equivalent RPL applies to those applicants who hold a current Level 1 Surf Coaching Qualification from the ISA or from another approved organisation within Australia but would like to be recognised as a Surfing Australia Coach.*

Please do not include payment with your application. If your application is successful we will contact you for payment prior to completing your accreditation and adding you to the NCAS coaching database.

## Finalising your Application

### Final checklist:

- Complete Section 1 – Personal Details
- Provide evidence where necessary for all competencies in Section 2
- Satisfied all the requirements in Section 3
- Read, signed and enclosed the Coach's Code of Ethics form

### Send everything to:

Jim Hughes – Sport Development Manager  
Surfing Australia  
PO Box 400  
Thirroul, NSW 2515

If you have any questions get in touch with us: 07 5599 3800 or [jim@surfingaustralia.com](mailto:jim@surfingaustralia.com)