



*Tennis Australia*  
***Junior Development Coaching Course***  
***(SIS30710 Certificate III in Sport Coaching)***



***Course Participant Enrolment Form***

# Tennis Australia Junior Development Coaching Course (SIS30710 Certificate III in Sport Coaching)



The TA Junior Development Coaching Course (SIS30710 Certificate III in Sport Coaching) course is designed to train coaches to develop the skills of junior tennis players, in the fundamental perceptual motor skills (aged 3-5 years), red (5+ years), orange (7+ years) and green stages (9+ years), with a focus on enjoyment and creating positive learning environments. The course also covers coach legal and ethical responsibilities, personal development rules and tennis etiquette, self reflection and program planning and design for junior players.

## How to apply

The TA Junior Development Coaching Course (SIS30710 Certificate III in Sport Coaching) will be conducted from August 25th to December 9th, 2012.

The venue for this course will be: Tennis SA, Memorial Drive Tennis Complex, Adelaide

If you are interested in applying for the TA Junior Development Coaching Course (SIS30710 Certificate III in Sport Coaching), please carefully read the course entry criteria on the following page and complete the application form. An application checklist has also been included to simplify the application process. Please return all application forms to:

Coach Development  
Manager,  
Tennis SA,  
PO Box 43, North Adelaide,  
5006

***Your application should be returned  
by Friday 10th August, 2012.  
and any queries should be directed  
to the Course Coordinator.***

All applicants will be notified of the status (accepted or not accepted) of their application by phone and/or written correspondence approximately two weeks after the closing date.

In some instances there are a limited number of positions available in the course. Course applicants are admitted to the course based on their application and their ability to meet the course entry criteria/requirements. All efforts will be made to assist applicants who do not currently meet entry criteria to allow them to apply for the course in the future, however, this cannot be guaranteed.



## Course participant enrolment

### Personal information

Title (Please circle): Mr Miss Ms Mrs Dr Family Name: \_\_\_\_\_

Given Name/s: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex (Please Circle): Female Male Email: \_\_\_\_\_

Number and Street: \_\_\_\_\_ Suburb: \_\_\_\_\_

Postcode: \_\_\_\_\_ State \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

My Tennis (Coach membership) No. : \_\_\_\_\_

Do you consider yourself to have a disability, impairment or long-term condition?  YES  NO If YES please tick the following:

Vision       Hearing/Deaf       Physical       Intellectual       Learning  
 Mental Illness       Medical Condition       Acquired Brain Impairment       Other      Do you require special assistance?  
 YES  NO

Were you born in Australia?  YES  NO If NO, in which country were you born? \_\_\_\_\_

Are you of Aboriginal and/or Torres Strait Island origin?  NO  Aboriginal  Torres Strait Islander

Which language do you mainly speak at home?  English  Other If other, please specify: \_\_\_\_\_

How well do you speak English?  Very Well  Well  Not well  Not at all

### Education

Are you still attending Secondary School?  YES  NO Are you completing Year 12 this year?  YES  NO

Victorian Student Number: \_\_\_\_\_

What is your highest completed school level? (Please tick)  Year 12  Year 11  Year 10  Year 9  Year 8

In which year did you complete that school level? \_\_\_\_\_

## Qualifications

Have you COMPLETED any Prior Qualifications?  YES  NO If YES, please tick the highest level successfully completed:

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Certificate I | <input type="checkbox"/> Certificate II   | <input type="checkbox"/> Certificate III or<br>Trade Certificate | <input type="checkbox"/> Certificate IV<br>(or Advanced Certificate/Technician) |
| <input type="checkbox"/> Diploma       | <input type="checkbox"/> Advanced Diploma | <input type="checkbox"/> Bachelor Degree                         | <input type="checkbox"/> Masters or Higher Degree Level                         |

Prior Qualification Title: \_\_\_\_\_ Studied:  Full Time  Part Time

Name of Training Organisation: \_\_\_\_\_

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?  
(tick one box only):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> To get a job                    | <input type="checkbox"/> To get a better job or my job       | <input type="checkbox"/> For personal interest or<br>self-development |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> I wanted extra skills for my job    | <input type="checkbox"/> Other _____                                  |
| <input type="checkbox"/> To start my own business        | <input type="checkbox"/> To get into another course of study |   |
| <input type="checkbox"/> To try for a different career   |  |   |

## Employment details

Please select one of the following:

- |   |                                    |  |
|---|------------------------------------|--|
| <input type="checkbox"/> Self-Employed - not employing others | <input type="checkbox"/> Employer  | <input type="checkbox"/> Employed - Unpaid worker in a family business |
| <input type="checkbox"/> Part time                            | <input type="checkbox"/> Full time | <input type="checkbox"/> Unemployed - seeking part time work           |
| <input type="checkbox"/> Unemployed-seeking full time work    |                                    | <input type="checkbox"/> Not employed - not seeking employment         |

### Please fill in employment details below

Company Name: \_\_\_\_\_ Employer Contact Name: \_\_\_\_\_

Position held: \_\_\_\_\_ Workplace address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_





Current coaching positions, e.g.: Assistant coach at Jonty Tennis Centre under Jim Jackson

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Responsibilities and type of coaching, eg: juniors, adults, squads, tournament level players, 5–7 years, modified juniors, MLC Tennis Hot Shots coaching groups and or competition etc.

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Past coaching experience		
Coaching position, eg: Head coach, Assistant Coach/administrator	Club and Coach	Period, eg: Jan 02–Feb03

Current playing and highest playing level	Competition name	State/Territory





## Course participant supervising coach details

### Supervising coach information

Title (please circle): Mr Miss Ms Mrs Dr Family Name: \_\_\_\_\_

Given Name/s: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex (Please Circle): Female Male Email: \_\_\_\_\_

Number and Street: \_\_\_\_\_ Suburb: \_\_\_\_\_

Postcode: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Tennis Australia Coach Qualification : \_\_\_\_\_ Current TA Coach Member: Yes No

My Tennis number: \_\_\_\_\_

### Supervising Coach understanding and agreement

By completing and signing this application form, I fully understand my role and commitment to \_\_\_\_\_ as their Supervising Coach. *(insert course participants name)*

I agree to make all reasonable efforts to aid, support, educate and offer experiences to progress the candidates coaching journey.

I agree to act professionally, ethically and to abide by the Coaches Code of Ethics at all times.

The Supervising Coach is expected to assist the course participant in the following areas:

- Following a coaching/session plan and time management
- Class formation and harnessing a positive environment
- Lesson delivery such as ball feeding, time on-task, contingencies, etc.
- Assistance with analysis and improvement
- Assist in sourcing four beginner standard pupils for the three separate assessment sessions. These players should be able to maintain a basic rally and should be aged 7 – 12 years.
- Submit report on course participant to validate course criteria is being displayed in the workplace

Should I have any questions and queries I will direct them to the Course Co-ordinator and work with them in making the Coaching Course experience as fulfilling as possible for the course participant.

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

As the supervising coach, by documenting your personal details above Tennis Australia agrees to abide by all relevant privacy legislation. For more information on the Tennis Australia policy go to [www.tennis.com.au](http://www.tennis.com.au)

## Language, literacy and numeracy assessment

ALL SECTIONS MUST BE COMPLETED BY THE COURSE PARTICIPANT AND MUST BE SIGNED AND DATED BY ALL PARTIES.

The purpose of this assessment is to ensure you have the literacy and numeracy skills needed to undertake your course of training. It will also show how we can assist you in any areas that you may need help to ensure your success.

### Language

Write a few sentences explaining what you hope to gain out of enrolling in this course.

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### Literacy

Read through the headlines in Column 1 and the written extracts in Column 2. Match the headlines to the correct extracts by writing the number of the extract next to its matching headline.

Column 1 headline	Matching extract no.	Column 2 extract
Apple iPhone 3G makes international debut Friday'		1. Australians' weekly fuel bills will soar to between \$50 to \$220 in 10 years if they remain as dependent on petrol as they are now, according to the CSIRO. Speaking at the Future Fuels Forum on Friday, Australian Conservation Foundation (ACF) sustainable Australia program manager Monica Richter said CSIRO modelling held the dire prediction for households.
Greenpeace protesters scale 140m chimney		2. A seven-year-old boy allegedly kidnapped by a woman in country Victoria will be reunited with his family later on Friday, police say. Boundy was arrested at a hotel at Port Augusta, South Australia, on Thursday night. Victoria Police Detective Sergeant Gerry Richardson said the boy was in good spirits.
Franklin says his AFL profile 'tough'		3. A Federal Government MP says regional airlines would not be adversely affected if Essendon Airport was closed. The Member for Wills, Kelvin Thomson, says the airport is past its use by date, and should be shut down.
Petrol 'could cost \$8 a litre by 2018'		4. Greenpeace protesters have scaled a 140 metre power station chimney in southeast Queensland in protest against coal-fired energy. A police spokesman said protesters arrived at the Swanbank Power Station, west of Brisbane, about 5.30am (AEST) on Friday.
MP calls for Essendon airport closure		5. SAN FRANCISCO (AFP) - The iPhone 3G makes its international debut Friday in an eagerly-awaited launch expected to boost Apple's fortunes along with its share of the booming "smart phone" market. Apple stores will open early to cater to throngs of aspiring iPhone 3G owners in more than 20 countries and analysts say sales could pass the billion-dollar mark within days.
Kidnap boy to be reunited with father		6. Hawthorn star forward Lance Franklin says he is frustrated by the level of attention he faces off the field and has resorted to limiting the amount he goes out in public. The gun 21-year-old, who is leading the AFL's goal-kicking tally, also hit out at those who have suggested he is a party boy at heart, whose ability to maintain discipline off the field could be the biggest obstacle to him cementing a reputation as one of the game's greats.



## Numeracy

Please calculate the following equations.

Do you require assistance with Language, Literacy and Numeracy? YES  NO

Question	Answer	Working space
$8 + 5 =$		
$89c + 42c =$		
$49 + 27 =$		
$\$323 + \$49 + \$836 =$		
$17\text{ml} - 9.5\text{ml} =$		
$132 - 23 =$		
How many millilitres in $1 \frac{1}{2}$ litres?		
$63.6\text{kg} - 61.8\text{kg} =$		
$2.5 \times 10 =$		
How much is three times as much as 15 millilitres?		
25% of 400 =		
If you had to halve 4.5kg, how many grams would you have?		



## Course entry and completion criteria

To gain acceptance into the TA Junior Development Coaching Course (SIS30710 Certificate III in Sport Coaching) applicants are required to meet the following entry criteria. In addition to meeting the criteria prospective participants may be required to complete an initial entry interview with the Course Coordinator. Applicants who best meet the entry criteria below give themselves the best possible opportunity of being accepted into the TA Junior Development Coaching Course (SIS30710 Certificate III in Sport Coaching) .

Candidates are required to:

- Be a minimum of 16 years of age at the time of TA Junior Development Coaching Course (SIS30710 Certificate III in Sport Coaching)<sup>1</sup>.
- Comply with all requirements of the Tennis Australia Member Protection By-Law. This requires a course candidate to complete a Working with Children check, Blue Card or National Police Check (National Name Check or equivalent) as well as a Tennis Australia Prohibited Person Declaration<sup>2</sup>.
- As part of your application, you must obtain and provide Tennis Australia with evidence of the following:<sup>3</sup>
  - An original or certified copy of a Working with Children card, Blue Card or National Police Check (National Name Check or equivalent).
  - For further information on how to gain the relevant coach screening required in your state or territory, visit the tennis Australia website [www.tennis.com.au/coachscreening](http://www.tennis.com.au/coachscreening).
- Have a personal fitness level that will enable you to physically complete the practical requirements of the Coaching Course. Coaching Course Learning Facilitators reserve the right to request proof of fitness from a medical practitioner. Candidates who are unable to meet this requirement will undertake alternate activities during the practical components of the coaching course. This is to be discussed with the coordinator and the Learning Facilitator prior to the delivery of the Coaching Course.

### Notes:

<sup>1</sup> The course may be completed by a candidate who is less than 16 years of age but the candidate will not receive the official coaching certificate until such time as this age requirement has been met.

<sup>2,3</sup> More information on this can be obtained from the Course Coordinator.



## Recording your performance

As a course candidate/participant involved in activities relating to Tennis Australia Coach Education Programs such as, but not limited to the Tennis Australia Junior Development Coaching Course (SIS30710 Certificate III in Sport Coaching), you consent to Tennis Australia or Member Associations taking, retaining and reproducing your image obtained during your participation in Tennis Australia Coach Education Programs in photographs, electronic images, sound recording and video footage in any promotional, advertising or marketing materials.

By enrolling in the Tennis Australia Junior Development Coaching Course (SIS30710 Certificate III in Sport Coaching) you acknowledge that such photographs, electronic images, sound recording, video footage and other records shall remain the property of Tennis Australia and that Tennis Australia may utilise photographs, electronic images, sound recording, video footage and other records for such purposes as Tennis Australia in its absolute discretion shall think fit (not including commercial use) whether during or after your involvement in Tennis Australia Coach Education Program.

## Final application checklist

- Have completed all sections of application form.
- Candidates must be a minimum of 16 years of age to receive the Junior Development coach accreditation.
- The required personal fitness level to physically complete the practical requirements of the Coaching Course.
- Candidate agrees to comply Tennis Australia Member Protection By-Law.
- National Police Certificate – visit [www.tennis.com.au/coachscreening](http://www.tennis.com.au/coachscreening).
- Signed the Prohibited Person Declaration.
- Payment of \$300 administration fee.



## Marketing information

Understanding how our students select their training provider is really important to us at Tennis Australia. We ask that you spend a few moments helping to understand how you found out about your course. Please select from the list below:

- Google Search       Facebook
- Referred by friend \_\_\_\_\_
- Promotional email or flyer
- Employer \_\_\_\_\_
- Other; Please specify \_\_\_\_\_

# Junior Development Coaching Course (SIS30710 Certificate III in Sport Coaching) payment

## Tax Invoice

Course participant name: \_\_\_\_\_

Course fee	\$1,673.00
GST (10%)	\$167.00
<b>Total payable</b>	<b>\$1,840.00</b>

## Payment options

- Include payment of full course fee \$1840 (Inc GST) or
- \$300 enrolment fee plus 2 payments of \$770 (Inc GST) one in two weeks and one in six weeks time.

## Payment method

These include money order, cheque (*cheques payable to Tennis Australia*), direct credit or credit card.

Direct credit (internet funds transfer) to Tennis Australia - BSB: 013-006 BSB – Acc No: 835672673. Please ensure your fund transfer credit is adequately identified using a clear reference – eg: "VICjdc-yourname" (VICjdc-jbloggs) and retain the receipt of payment to give to the relevant TA staff. If you do not provide a reference, Tennis Australia will not be able to track your payment.

Date \_\_\_\_\_ Reference ID \_\_\_\_\_

Credit card (*please circle and print clearly*):

Visa      Mastercard      Diners      Amex

Card no: ///

Expiry \_\_\_\_\_ / \_\_\_\_\_

By signing below, I authorise Tennis Australia to charge my credit card number the TA Junior Development Coaching Course and (SIS30710 Certificate 3 in Sport Coaching) amount of:

- \$1840.00 or \$300 enrolment fee plus 2 payments of \$770

Name on card (*please print*) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please note: Credit card payments will incur additional surcharges –

Mastercard/Visa - 2%

Diners/Amex - 3%.

**Tax Invoice:** This document will be a tax invoice for GST purposes when fully completed and payment made. Therefore please retain a copy of this page.



## Prohibited person declaration

The Tennis Australia Member Protection By-Law makes it an offence for a *Prohibited Person* (defined as a person who has been convicted of a *Serious Sex Offence*) to work or seek work in the following roles:

- coaches who are appointed or seeking appointment (whether employed, contracted or otherwise) for reward;
- volunteer coaches appointed or seeking appointment, who will or are likely to travel away with teams of players under 18 years of age; and
- persons appointed or seeking appointment to a role in which that person is likely to have individual and unsupervised contact with players under 18 years of age (for example, a team manager).

The Tennis Australia Member Protection By-Law also makes it an offence to appoint, or continue to appoint, a person to a role set out above:

- without first obtaining this declaration; or
- where this declaration reveals the person is a Prohibited Person.

The Tennis Australia Member Protection By-Law defines a *Serious Sex Offence* as means an offence involving sexual activity or acts of indecency including but not limited to:

- Rape
- Indecent assault
- Sexual assault
- Assault with intent to have sexual intercourse
- Incest
- Sexual penetration of child under the age of 16
- Indecent act with child under the age of 16
- Sexual relationship with child under the age of 16
- Sexual offences against people with impaired mental functioning
- Abduction and detention
- Procuring sexual penetration by threats or fraud
- Procuring sexual penetration of child under the age of 16
- Bestiality
- Soliciting acts of sexual penetration or indecent acts
- Promoting or engaging in acts of child prostitution
- Obtaining benefits from child prostitution
- Possession of child pornography
- Publishing child pornography and indecent articles

### Declaration

I am aware that I am ineligible to work or seek work in the roles set out above if I have been convicted of a *Serious Sex Offence*, as defined in the Tennis Australia Member Protection By-Law.

I have read and understood the above information in relation to the Tennis Australia Member Protection By-Law and understand my responsibilities and obligations under it.

I declare that I am not a person prohibited under the Tennis Australia Member Protection By-Law from working or seeking work in the roles set out above.

I acknowledge that I am required to advise the President of the organisation appointing me, immediately upon becoming a *Prohibited Person*.

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Name

Signature

Date

*Note: Seek legal advice if you are unsure of your status.*

## Course participant commitment declaration

To ensure that you have all the available information to allow complete understanding, please sign off on each of the items below to confirm that you totally understand the options available to you and the commitment you need to make.

Criteria	Description	Understand in full		
1. <b>Your Details</b>	<ul style="list-style-type: none"> <li>We need your personal details, your key contact points, who you work for and who is your next of kin. All of this information is kept confidential</li> </ul>	YES	NO	
2. <b>Course Participant Handbook</b>	<ul style="list-style-type: none"> <li>To ensure that you have all of the information you need to know before you start, you need to read this Course Participant Handbook and confirm that you are happy and understand your obligations and commitments and also our commitment to yourself.</li> <li>Once read, confirm that you understand the handbook.</li> </ul>	YES	NO	
	<b>Course of choice:</b>		<b>Handbook Page</b>	
	You understand the role of Smart Connection Training and our commitment to your learning experience.	3	YES	NO
	The course content meets your needs and you understand the modules and units.	5	YES	NO
	We have options on fee payments and you understand which ones are applicable to you.	6,7	YES	NO
	Do you understand the Refund Policy details.	7	YES	NO
	Do you understand the next steps after completing the enrolment process.	8	YES	NO
	You understand that RPL and credit transfer procedures is offered to recognise work already completed.	9	YES	NO
	<b>Your Commitment</b>			
	You understand the workload that needs to be committed to the course and that warning letters may be issued if you have performance issues throughout the course.	9	YES	NO
You are aware of your rights to provide feedback, make a complaint for grievance to us.	1	YES	NO	
That you are aware that the National Centre for Vocational Education and Research (NCVER) may contact you as part of the Government's commitment to quality.	11	YES	NO	
3. <b>Language, Literature and Numeracy Assessment</b>	We are obliged to ensure that you have the base skills needed to undertake the course. It will also show how we can assist you in any areas that you may need help to ensure your success.	YES	NO	
4. <b>Student Declaration</b>	We are keen to ensure that the compliance obligations placed upon us are achieved from the enrolment process, one aspect of which is that we need proof of certain items – together with a checklist.	YES	NO	
5. <b>Payment Details</b>	We aim to reduce the financial burden of the training courses by securing funding from Government. Please complete these details for us.	YES	NO	





I hereby declare that the information on the enrolment form is factually correct and I understand what is needed to complete the course and I am committing to complete this course.

I request enrolment with Smart Connection Training and agree to abide by the conditions of the Training Program. I understand Department of Education and Early Childhood Development may require access to my file and give permission for this access. I understand that information contained in these forms may be provided to State and Commonwealth agencies and government research organisations and I consent to that occurring.

**Privacy Statement:**

I understand that Smart Connection Training is required to provide the South Australian (name of the state)

Government, through the (name of the group responsible for funding if applicable)

with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Australian Vocational Education and Training Management Information Statistical Standard. State and Commonwealth agencies and government research organisations may use the information provided to it for planning, administration, policy development, program evaluation, communication, resource allocation, reporting and / or research activities. For these and other lawful purposes, State and Commonwealth agencies and government research organisations may also disclose information to its consultants, advisers, other government agencies, professional bodies and / or other organisations.

Name of Student Applicant: \_\_\_\_\_

Signed by Student Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/ Guardian (if under 18): \_\_\_\_\_

Signed by Parent/ Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

SCT Rep: \_\_\_\_\_ Date: \_\_\_\_\_

