

Recognition of Current Competence (RCC) Application Form Tennis Australia Club Professional Coaching Course (Level 2)

What is RCC?

At Tennis Australia, we understand that coaches gain skills and knowledge through a range of work, study, life and other experiences. Prior learning has the capacity to significantly contribute toward an individual's current level of competence. In consideration of this, Tennis Australia offers the possibility for suitable candidates to provide evidence of their current level of competence or prior learning. This process is called Recognition of Current Competence (RCC) or Recognition of Prior Learning (RPL). RCC is an assessment process that measures and evaluates an individual's formal and informal learning experiences to determine the extent to which the individual has achieved the required learning and competency outcomes or standards for entry to, and/or partial or total completion of a coaching course.

If you have extensive coaching experience working with beginner to advanced players, you may be a good candidate to achieve the Tennis Australia Club Professional Coaching Course (Level 2) certificate via the RCC process. During the RCC process, the coach's current knowledge and skills are assessed against a set of core competencies required by a Club Professional (Level 2) coach. Coaches undertaking the course in the face-to-face mode are required to successfully complete a series of assessment tasks which allow the coach to provide evidence of their competence in these core areas. The competence of RCC candidates will be assessed and evaluated in a similar way. Candidates will be required to provide evidence to successfully complete these assessment tasks. Additional evidence may also be required in support of the candidate's RCC application.

The Coach Development Specialist (CDS) and Coach Development Manager (CDM) in your state or territory will review the RCC application to identify whether the candidate is suitable for the RCC process.

Based on this assessment a recommendation to the RCC candidate to either:

- (1) continue on the RCC path to achieve the Club Professional Coaching Course (Level 2) certificate; or,
- (2) enrol in the next suitable Tennis Australia coaching course to complete a qualification.

Characteristics of a Club Professional (Level 2) coach

A Club Professional (Level 2) coach must be able to:

- Create and maintain a positive environment for players
- Conduct well planned coaching sessions which cater for the developmental readiness of players, are meaningful to Tennis and provide maximum participation and practice opportunities
- Plan for the continual development of players
- Implement various coaching programs for Tennis players at all levels (i.e. beginner to advanced)
- Effectively communicate to players, parents and other key stakeholders
- Provide leadership both on and off court
- Run a small Tennis coaching business
- Reflect on their coaching performance and manage personal well-being.

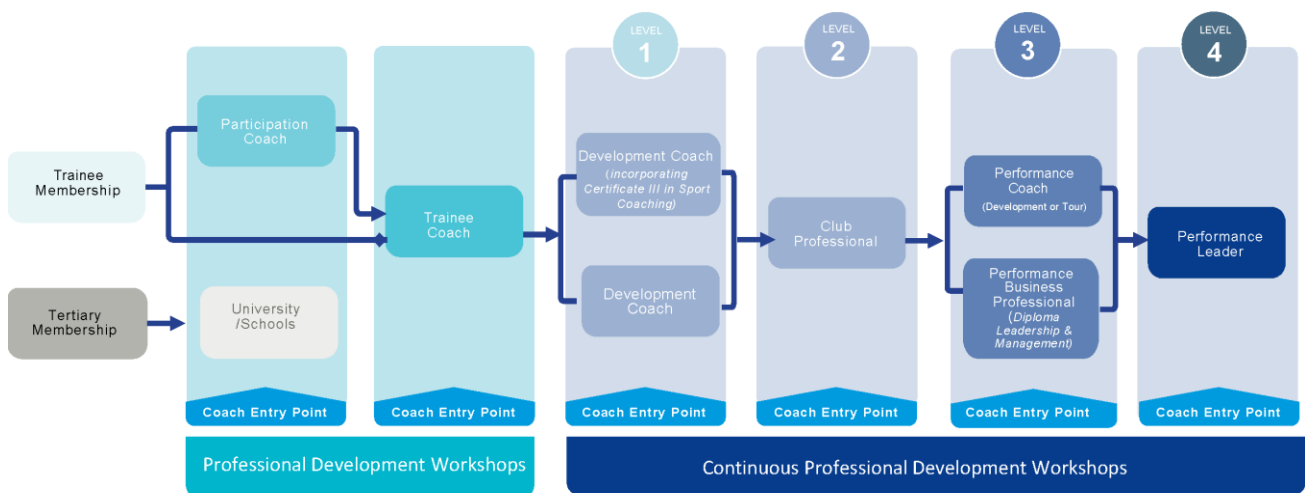
Overview of the Club Professional Coaching Course (Level 2)

The Club Professional Coaching Course (Level 2) prepares coaches to become head coaching professionals at Tennis clubs and centres. Tennis coaches are the driving force for the sport in the clubs, centres and schools across Australia. The coach is often, not only the first point of contact for participants wanting to play the game, but also the person who provides the first experience of the sport. Hence the importance of quality coaches for the growth of the sport cannot be underestimated.

As a coach you will be required to cater for the needs of a diverse group of players. These players will be of different ages, have different playing standards and experience, and have different physical and psychological abilities. Your responsibility is to find the key to unlock the potential in each player you coach.

Tennis Australia's coaching pathway

Tennis Australia offers a comprehensive coach education pathway for current and prospective Tennis coaches. Tennis Australia's courses are the only Tennis coaching courses officially recognised by the International Tennis Federation (ITF) in Australia. Our Coach Education system is recognised at the Gold level by the ITF.



Core units

Unit no.	Unit name	Credit points
C1	Develop players	2
C2	Plan programs and competitions	1
C3	Plan and deliver inclusive coaching	1
C4	Plan social play	1
C5	Provide advice about equipment (1)	1
C6	Provide parent engagement and education	1
C7	Manage personal well-being	1
C8	Prepare to manage a business	1
C9	Identify risk and apply risk management processes / Implement and monitor work health and safety policies	1
TOTAL		10

Talent Development

Unit no.	Unit name	Credit points
TD1	Coach high performing players aged 8-13 years	2
TD2	Analyse stroke production of high performing junior players	2
TD3	Analyse matches and plan for improvement	1
TD4	Implement physical conditioning activities	1
TD5	Support players to develop psychological skills for tennis	1
TD6	Support players to prevent injuries	1
TD7	Provide nutrition information to players	1

Business Development

Unit no.	Unit name	Credit points
BD1	Manage and develop staff	2
BD2	Prepare a marketing plan	1
BD3	Develop a business website	1
BD4	Prepare a small business plan	2
BD5	Conduct a tennis event	2

Elements and performance criteria

Each unit of competency is made up of a series of elements. These **elements of competency** are the building blocks of the unit.

Performance criteria are statements that specify what is to be assessed and the required level of performance for each element of competency. Coaches will be required to provide evidence of competent performance in each criterion. A range of assessment tasks will be used to assess these performance criteria. Several performance criteria may be assessed during one task (e.g. during on-court coaching session). Tasks may be written, oral or practical and will assess the coach's knowledge, skills and understanding.

Providing evidence

RCC candidates are required to provide evidence of their competency for each element of competency and corresponding performance criteria.

The rules of evidence gathering are:

- The evidence you provide must be valid. It must relate to the specific competency unit that has been identified.
- The evidence must be authentic. It must be something you have produced or has been written about you.
- Evidence must be sufficient and demonstrate complete competency against the information that underpins a competency statement.
- The evidence must be reliable. It must show you can consistently perform a given competency to the required standard.
- Evidence must be current. This is a particularly important aspect as you must be able to demonstrate your evidence is still relevant to the skills and knowledge you have.

Prior learning can include skills and knowledge gained through:

- Paid work experience - full-time, part-time or casual in Australia or overseas
- Voluntary work
- Unpaid work that you do for yourself or your family such as managing events
- Being coached or mentored (or coaching and mentoring others)
- Attending and participating in seminars, conferences and workshops
- Short courses that are not TAFE accredited
- Private study and research
- Any other life experiences that have given you competencies that match those in the relevant courses

Types of evidence

There are three types of evidence: direct, indirect and historical. The following table is a guide and you may be able to think of other types of evidence to demonstrate your skills and knowledge.

Type of evidence	Examples of evidence
Direct evidence	<ul style="list-style-type: none"> • Accredited qualification • Certificate of achievement • Demonstration of skill • Samples of work • Referee’s report • Video • Photos • Published works such as session plans
Indirect evidence	<ul style="list-style-type: none"> • Industry Awards • Job specifications or position descriptions • Curriculum Vitae or Resume • Rosters or timesheets • Budgets • Visual presentations or written speeches • Letters or memos from your workplace • Reference/ or letters of support • Evidence of committee work • Reading lists • Workplace training records
Historical evidence	<ul style="list-style-type: none"> • Written references from past employers • Log books and other records of performance • Certificates or qualifications • Letters of support • Assignments, reports and documentation from previous courses undertaken • Past competency based assessments • Record of academic results • Course attendance record • Scrap books • Magazine or newspaper articles about your work

Source: *Rules of evidence* and *types of evidence* sections are from the RTO RPL Assessment and Information Kit.

Assessing your evidence

The Tennis Australia CDS or CDM in your state/territory or a Tennis Australia Coach Developer will assess your application. This individual will be at least Club Professional (Level 2) qualified.

Cost of RCC

The cost for RCC will vary depending on whether you hold a tennis coaching qualification at an equivalent level from a provider recognised by Tennis Australia (e.g., LTA, ITF). For these candidates the cost will be \$660 (incl GST). For coaches who do not hold a tennis coaching qualification (at the equivalent level) or who have completed a coaching course with a provider not recognised by Tennis Australia, the cost will be \$1700 (incl GST).

You will be required to maintain a current Trainee Tennis Australia Coach Membership until you have successfully completed the RCC course at which time you will receive an upgrade to Qualified Tennis Australia Coach Membership for the remainder of your membership cycle.

Coaches who successfully complete the RCC process will receive the Tennis Australia Club Professional Coaching Course Certificate (Level 2) if you completed the non-recognised course, if you completed the Recognised-Equivalency you will receive a certificate that recognises your existing qualification as an equivalent to the Club Professional (Level 2) qualification.

Length of RCC process

It is expected the RCC process will be completed within 6 months from the date of the initial on-court assessment. An additional administration fee of \$150 (incl GST) will be charged for those candidates who have not successfully completed all RCC requirements within 6 months from the date of the initial on-court assessment. Upon payment of the administration fee, an additional 6 months will be provided to complete all RCC requirements.

Summary of RCC process

1. The candidate must have a current Trainee Tennis Australia Coach Membership before submitting this application form - To apply for membership, please visit the Tennis Australia website: tennis.com.au/coaches/membership
2. The candidate completes all the pages of the RCC application form including the payment page and submits to the relevant CDS or CDM in the appropriate state/territory. Please note: The candidate is strongly encouraged to contact their CDS or CDM prior to submitting their application form.
3. The candidate submits the following documents with the application form:
 - All current (i.e. within the last four years) and historical evidence to support the application. This evidence should be relevant to each unit of competency (p.2-3).
 - Current First Aid certificate. Please visit the TA website for details on acceptable First Aid certificates:
tennis.com.au/coaches/membership/policies/first-aid-2
4. On receipt of the candidate's application form, the CDS/CDM will contact you to discuss your application and arrange an on-court assessment.
5. Following the on-court assessment, a recommendation to either:
 - A.) Continue on the RCC path to achieving the certificate (this will include completing a series of off-court assessment tasks); or,
 - B.) Enrol in the next suitable Tennis Australia coaching course to complete a qualification.
6. If the recommendation is Option A, the candidate will be required to pay either \$660 (incl GST) or \$1700 (incl GST) to continue the RCC process.
7. Following the receipt and confirmation of payment, arrangements will be made for the candidate to receive the off-court assessments.
8. The candidate completes and submits all the required evidence/assessment tasks within 6 months from the date of the on-court assessment.
9. If you achieve competence in every unit and have submitted a valid first aid certificate, you will be awarded the Tennis Australia Club Professional Coaching Course (Level 2) certificate or an equivalency certificate for those with a recognised qualification.
10. Your Trainee Tennis Australia Coach Membership will be upgraded to a Qualified Tennis Australia Coach Membership for the remainder of your membership cycle.
11. Please keep a copy of the application form for your records.

Part A: Applicant Details

Profile

Name: _____

Address: _____

State: _____ Post code: _____

Mobile: _____

Email: _____

Which of the following categories best describes your current coaching commitment, both on-court and off-court?

Full-time (more than 25 hours) Part-time (less than 25 hours)

Coaching courses and qualifications

No qualifications Participation Coaching Course (Frm. Foundation) Trainee Coaching Course (Frm. Community)

Other, please state the course provider, year, and level

Reminder: Trainee Tennis Australia Coach Membership

A mandatory requirement to apply for Recognition of Current Competence (RCC) is to have a current Trainee Tennis Australia Coach Membership - this ensures you have provided your current Working with Children check and a current National Police Check to Tennis Australia and completed the Keeping the Tennis Community Safe (KTCS) online modules. Tennis Australia Coach Membership can be obtained online at: tennis.com.au/coaches/membership

Obligations of the course participant

On being accepted into this RCC process, I consent to being bound by and agree to:

- a) Complete all online tasks for the course
- b) Be punctual
- c) Dress and behave in a professional manner for the duration of the process
- d) Maintain a suitable physical fitness level to complete the practical components of the course. If you have any concerns about this component please contact the CDS/CDM to discuss
- e) Pay all fees by the due date
- f) Maintain current Tennis Australia Coach Membership for the duration of the process
- g) Complete all tasks by the due date or pay a \$150 (inc GST) administration fee for an additional 6 months

Signature: _____

Date: ___ / ___ / _____

Part B: Relevant evidence

1. Work experience

Please complete the following in relation to your work experience, either full-time or part-time, including any voluntary or unpaid work. Begin with your present position followed by the next most recent job and so on.

Present work:

Present employer: _____

Current position: _____

Duties: _____

Previous work: (Please insert extra sheets if required)

Employer: _____

Position: _____

Dates of service: _____

Duties: _____

2. Education and training

Indicate any education and training you have undertaken, including formal courses, adult education courses, training undertaken at work, etc relevant to the Tennis Australia Club Professional Coaching Course (Level 2) units of competency. Please attach evidence, such as certified copies of any qualifications.

Education / Training/Workshops	Year completed	Length

3. Life experience

Note any other activities you have undertaken and/or are currently involved with, which have given you skills and knowledge, which could be relevant to the units for which you are applying for RCC. Leisure, sport, recreation, hobby, or other activities could be noted, for instance.

4. Other evidence

Please provide other supporting evidence such as resume, references and/or letters of support, record of relevant academic results, letter from your club, positions descriptions, sample of work such as session plans.

TAX INVOICE

Recognition of Current Competence (RCC)

Tennis Australia Club Professional Coaching Course (Level 2)

Applicant name: _____

RCC Fee

TA recognised equivalent qualification - **\$660 (incl GST)**

OR

No qualification or non-TA-recognised qualification - **\$1,700 (incl GST)**

Payment method

Either EFT payment or credit card

EFT payment: Tennis Australia - BSB: 013-006 Acc No: 835672673

Please ensure your fund transfer credit is adequately identified using a clear reference – eg: “**TARCC-your name**” and retain the receipt of payment. If you do not provide a reference, Tennis Australia will not be able to track your payment.

Credit card: Visa Mastercard

Name on card: _____

Card no: / / **Exp:** /

Amount: \$660 (incl GST) or \$1700 (incl GST) **CCV No:** (3 digit code on back of credit card)

By signing below, I authorise Tennis Australia to charge my credit card number, the TA Recognition of Current Competency (RCC) fee of **\$660 (incl GST) or \$1700 (incl GST)**.

Signature: _____ **Date:** ____ / ____ / _____

Tennis Australia: ABN: 61006281125
Private Bag 6060
Richmond
VIC 3121

Phone: 03 9914 4000

Please note: This form becomes a TAX INVOICE upon payment. Please retain a copy for your records.

Tennis Australia Coach Development Contacts

Please return your application form to your State/Territory contact as shown below.

NSW

Chris Charlton

t: 0466 865 106

e: coachednsw@tennis.com.au

Tennis NSW
PO Box 6204
Silverwater
New South Wales 2128

SA & NT

Joel Kerley

t: 0481 450 335

e: coachedsa@tennis.com.au

Tennis SA
PO Box 43
North Adelaide
South Australia 5006

WA

Nick Jacques

t: 0466 566 956

e: coachedwa@tennis.com.au

Tennis West
PO Box 116
Burswood
Western Australia 6100

TAS

Alyssa Hibberd

t: 0468 538 618

e: coachedtas@tennis.com.au

Tennis TAS
GPO Box 115
Hobart
Tasmania 7001

QLD

Sam Bradshaw

t: 0426 558 933

e: coachedqld@tennis.com.au

Tennis QLD
190 King Arthur Terrace
Tennyson
Queensland 4105

VIC

Paul Aitken

t: 0412 041 201

e: coachedvic@tennis.com.au

Tennis VIC
Locked Bag 6001
Richmond
Victoria 3121

ACT

Colin Thompson

t: 0468 552 775

e: coachedact@tennis.com.au

Tennis ACT
PO Box 44
Dickson
Australian Capital Territory 2602