

APSA

Recognition of Current Competence

Policy and Procedures



PART A – Policy

PART B – Procedures

PART C – Application Form

PART D – Assessor Report

PART A - Policy

1. Introduction

Participants undertaking any APSA NCAS Figure Skating coach accreditation program can apply for Recognition of Current Competence (RCC) for part or all of that coach accreditation program. RCC will be granted when all the stated learning outcomes and performance criteria of the particular coach accreditation program have been met.

2. What is RCC?

RCC is based on the awareness that people learn and develop competencies in many different ways throughout their lifetime – through work experience and life experience as well as through education and training. RCC takes into account a person's skills and experiences, no matter where these were learnt, to enable people to gain credit in a NCAS Figure Skating coach accreditation program.

3. RCC principles

The process of RCC must be quality controlled and delivered by personnel with experience in figure skating and in coach education. These personnel are responsible for ensuring that:

- **Procedures** are fair and equitable
- **Measures** are valid and reliable.

4. How can current competence be recognised?

Each NCAS Figure Skating coach accreditation program contains a set of learning outcomes and associated performance criteria that must be achieved before a participant will be deemed competent. In broad terms, the process of RCC involves matching what participants already know and can currently do with the learning outcomes of the NCAS Figure Skating coach accreditation program.

In this way, RCC enables participants to focus on developing skills and knowledge in new areas, rather than re-learning what they already know and can do.

5. Who can apply?

A person can apply for RCC if they think their prior learning and experience mean they can provide evidence to show that they are already competent in some or all of the learning outcomes of a particular NCAS Figure Skating coach accreditation program.

6. Benefits of RCC:

- Speeds up the process of becoming a qualified coach
- Conforms to the requirements for equity in adult education programs
- Avoids the problem of participants having to unnecessarily repeat learning experiences
- Encourages the development of various assessment procedures
- Assesses the candidates' current competence in comparison to the stated standards of competence required
- The RCC process can clarify what relevant skills the participant does and does not possess – so that the learning program can be tailored accordingly.

7. How do you show evidence of competencies gained via prior learning?

There are many ways that a person can show evidence of their current competencies. RCC can only be granted on current evidence, that is, work that has been completed within the last four years and competencies that they are currently able to demonstrate. Following are a few examples of the ways evidence can be provided. The person will need to include a variety of these in their application form.

i. Education and training

- Formal, accredited and informal training
- Copies of certificates, qualifications achieved from other training programs, school or tertiary results
- Statements outlining training programs and or study that they have undertaken and the learning outcomes/competencies achieved from these

ii. Coaching related experience

- Resumé of coaching experience and positions held, which may include reports from people within the sport
- Copies of any statements, references or articles about the coach's employment or community involvement
- Relevant coaching samples, e.g., copies of training programs, videos of coaching tools, which the coach has developed and implemented
- Reports on opportunities undertaken, which could include evaluations from training programs conducted

iii. Life experiences

- Overview of sport and recreation involvement
- Relevant work or other experiences

- Evidence of home/self directed study which may include a list of recent readings, synopsis of seminars attended, reports of own research/analysis undertaken

Please remember, the above are only examples. The person should provide all the documentation that they can which clearly shows evidence of the competencies they hold. The person may also be required to demonstrate their expertise by written or practical demonstration.

8. Recognition of current competence procedure

If a person considers that they have already acquired the learning outcomes of a NCAS Figure Skating coach accreditation program, then they may formally apply to have these skills/competencies recognised.

An **RCC assessor** will assess the application. The assessor will be a person who has experience in the areas of:

- Coach education
- Adult education
- Negotiation skills
- Quality standards
- Assessment methods.

It is also desirable that they are accredited at a higher level than the RCC applicant. The RCC assessment can only be carried out when the applicant provides evidence of the relevant competencies that they believe they hold. This is achieved through completing the RCC application form and forwarding this with the required fees to the relevant NCAS Figure Skating coach accreditation program coordinator. (In the case of Level 2, the State Coaching Director or President if there is no State Coaching Director).

The following sequential process has been established as the procedure to be followed when a person wishes to obtain credit for current competencies.

PART B – Procedures

Step 1 – Request

1. Applicants who consider applying for RCC will contact the relevant NCAS Figure Skating coach accreditation program coordinator, who will provide a brief explanation about the RCC process and advice to the applicant.
2. An RCC application form will then be forwarded to the applicant.

Step 2 – Complete application and send to the relevant NCAS Figure Skating coach accreditation program coordinator

1. Applicants will utilise the information contained within the RCC application form and the NCAS Figure Skating coach accreditation program overview to conduct a self-assessment against the accreditation program learning outcomes.

2. Applicants will need to consider if and how they have achieved each learning outcome and if they can satisfy the performance criteria by submitting valid, sufficient, authentic and current evidence.
3. Applicants will need to gather all relevant supporting documentation and complete the RCC application form with honest, clear, complete and concise information.
4. The completed application form with supporting documentation, will then be forwarded to the relevant NCAS Figure Skating coach accreditation program coordinator who will forward the application to the State Association for consideration.

Step 3 – Assessment

On receipt of an application, the application will be reviewed to determine the completeness and relevance of the documentation. The accreditation NCAS Figure Skating coach accreditation program coordinator will:

- Confirm acceptance of the application to the applicant
 - Advise the applicant of the date for assessment by the State Association
 - Advise the applicant of deficiencies that must be rectified or addressed before the application can proceed.
1. The NCAS Figure Skating coach accreditation program coordinator will send the application to the State Association. The State Association will compare the evidence provided by the applicant with the performance criteria. A judgment must be made about whether the applicant wholly or partially meets the requirements.
 2. The State Association will check that the evidence submitted conforms to the following 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 – was a qualification obtained within the last four years? Can the person still demonstrate the required competency/ies?).
 2. In the event of partial completion of the learning outcomes, the State Association will outline which performance criteria 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 the coach accreditation program
 - Work with a mentor to obtain the required competencies.
 3. The State Association will complete and return his or her assessors' report with recommendations for the applicant.
 4. The NCAS Figure Skating coach accreditation program coordinator will forward the report and decision to the applicant.

5. The State Association may need to meet to discuss issues with the applicant during the assessment process. The meeting could take the form of a teleconference.
6. The State Association will keep records of all RCC applications for seven years.

Step 4 – Notification

The NCAS Figure Skating coach accreditation program coordinator will notify the applicant of the decision within two months of receiving the application.

Successful applicants for RCC will receive confirmation documentation.

Step 5 – Appeal

The applicant has the right to appeal the State Association's decision, if they believe the decision is unfair, unjust or the State Association has misinterpreted the evidence.

In the case of an appeal, an assessment panel will be established that will consist of the following personnel:

- The original RCC assessor
- An independent qualified assessor.

This assessment panel will review all material available and make a decision to either:

- Grant recognition **or** deny recognition.

The RCC review assessment panel will notify the applicant of the decision within two months of receiving the appeal.

The decision of the RCC review assessment panel will be final.

PART C – Application Form

APSA

NCAS Figure Skating

RCC Application Form



SECTION 1 – Personal details

Name:

Date of birth: / /

Address:

State: Postcode:

Phone: Fax:

Mobile:

Email:

SECTION 2 – Evidence (COMPULSORY)

Module Name	Learning Outcomes	Summary of evidence provided <i>Please supply evidence relating to each learning outcomes in the form of education and training, work related experiences and life experiences. Please attach copies of documents and /or references to the application form.</i>

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

Signature of applicant

Date

Payment

Applicants must pay an RCC administration fee.

Amount payable: \$ 50

Cheque/money order enclosed payable to:

Australian Professional Skaters Association Inc.

Or direct deposit into APSA bank account as follows:

A/C NAME: APSA Inc. BSB: 082-344 ACCOUNT #: 174545254

Please attach a copy of your transfer receipt.

PART D – Assessor Report
APSA
NCAS Figure Skating Coach
RCC Assessor Report



Applicant's name:

Learning outcomes	Evidence Supplied	<i>Validity (is the evidence relevant to the learning outcomes?)</i>	<i>Sufficiency (is there enough evidence?)</i>	<i>Authenticity (is the evidence a true reflection of the candidate?)</i>	<i>Current (is the evidence recent? obtained within the last four years?)</i>	Comments
•	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
•	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
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All learning outcomes met: (please circle)

YES

NO

(Please provide advice to the applicant of what evidence they are still required to supply)

Date of assessment: _____ / _____ / _____

Assessor Name:

Position:

Contact number:

Assessor's comments	Recommendations