**ANCAS Recognition of Prior Learning (RPL) Application** ****

**Introduction**

This application form is to be submitted in order to enable an applicant to be considered for ANCAS accreditation based on (RPL)

**Sections 1-3**

Applicants are required to complete Sections 1-3.

* **Section 1: Personal Details**
* **Section 2: Providing Evidence of Competence**

The opportunity is provided in this section for you to demonstrate evidence of your skills and experience across the 11 areas of competency required to be satisfied in order to be accredited as an ANCAS Coach. It should be noted that Recognition of Prior Learning is designed to enable applicants to supply evidence relating to each competency from a variety of experiences i.e. drawn from your dragon boat coaching to date, your education and training, work related experiences and life experiences.

In gathering your evidence, you should be conscious of the need to be able to convince the Assessor that it is clearly YOUR competence being demonstrated, not the result of someone else’s work.

The format enables you to provide a summary of the evidence then provide detailed examples showing this evidence. This might be provided through written documents you have produced, e.g. training plans, club strategies, personal development plans, risk management plans, self-evaluation questionnaires, assessments of effort at regattas, selection documents, CVs etc. Evidence does not need to be confined to written reports produced by you but can also include videos/film clips of paddlers etc undertaken by you or feedback on your performance. References from others may be valuable evidence – Example 2 in Section 3 may assist in this process. Providing a mix of evidence will be helpful in presenting your case.

Ideally you should look to provide a minimum of two pieces of evidence in relation to each competency; it is recognised that in some instances, evidence presented might also cover a number of competencies.

In providing evidence you should focus on providing evidence which is **Current i.e. able to be demonstrated that was created / used within the last four year period.**

* **Section 3: Practical Coaching Experience**

This section enables you to provide a referee who can attest to your skills, having undertaken practical experience under the guidance of a more experienced coach (with current accreditation). Ideally, this referee would be able to attest to the range of experience you have had as a coach and the skills you have regularly demonstrated. You may wish to ask them to attest to your competence in the skills you have indicated in Section 2, as further evidence that you are focused on demonstrating YOUR skills, not those of others.

**RPL Assessor Report**

* Attached to the application form is a copy of the Assessor Report which is the document used in assessing whether an applicant has sufficiently demonstrated competence in each of the competencies. Applicants should use this assessor report format to guide the process of gathering their evidence by setting themselves the following questions:
  + Have I supplied evidence?
  + Is it valid – relevant to the competency?
  + Is there enough evidence?
  + Is the evidence a true reflection of me and my skills?
  + Is the evidence recent i.e. in the last 4 years?

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| **Instructions**  **Payment arrangements**   1. Applicants must pay an **RPL Administration Fee of $250**. This is an AusDBF imposed fee and does not guarantee that your application is successful.   The $250.00 RPL fee should be made via the AusDBF website using the SHOP page via the following link <https://www.ausdbf.com.au/shop/>  From the SHOP page select the Coach RPL fee product.  Please read the product description then click on the Add to cart button.  Screen should display Total = $250.00.  Please now click on the Proceed to checkout button.  Please complete your details as required on screen.  If you have a username and password for RevSport and enter at top of this screen it will populate the purchaser details automatically.  Once details completed, please click on Place order button. Follow any other instructions.  You should receive an automated email via RevSport with a copy of your reaccreditation payment  receipt. If not in your Inbox please check your Junk / Spam folders.  Applications will not be processed without receipt of the money into the AusDBF bank account.  **Applications and processing**   1. If you have any queries regarding the AusDBF Learning Management System (LMS) please contact [lmssupport@ausdbf.com.au](mailto:lmssupport@ausdbf.com.au) 2. Applications containing the following are to be forwarded to [info@ausdbf.com.au](mailto:%20info@ausdbf.com.au%20) :    * completed Sections 1-3, together with all attachments    * a copy of the Administration Fee receipt    * a copy of the following required certificates and documents:      + First Aid Certificate (including CPR) plus number and expiry date      + Working with Children Check – plus number and expiry date. Mandatory for all ANCAS coaches 3. Completed and passed eLearning modules relevant to accreditation level applying for in the AusDBF Learning Management System (LMS). 4. Once received the AusDBF Development Director will acknowledge receipt of your application. 5. Following the assessment process, the AusDBF Development Director will respond indicating the result of the application. |

## SECTION 1 – Personal details

Name: ................................................................................................................................................................

Organisation: ........................................................................................................................................

Position: ................................................................................................................................................

Address: ................................................................................................................................................

Postcode: ...............................................................................................................................................

Phone: .......................................................Fax: .....................................................................................

Mobile: .....................................................

Email: ................................................................................

**Section 1.1 ANCAS accreditation Level for RPL**

Please indication what Coaching Level this RPL application is for:

* Level \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 2 – Evidence of Competence (COMPULSORY)**

As outlined in the **Introduction** this section provides you with the opportunity to supply evidence relating to each competency in the form of experiences which can be drawn from your dragon boat coaching or other sport coaching to date, your education and training, work related experiences and life experiences. In drawing on evidence from these experiences to demonstrate competence, applicants should ensure they draw on experience which are directly related or relevant to dragon boat coaching.

Please feel free to refer to attachments providing additional information if insufficient room in the table.

|  |  |  |
| --- | --- | --- |
| **Competency** | **Summary of Evidence Provided**  **(Minimum of 2 items of evidence per competency)** | **Detailed examples which provide evidence of your competence** |
| Completed and passed eLearning modules relevant to accreditation level applying for in the AusDBF Learning Management System (LMS).  Access details for the ANCAS LMS can be at the following link <https://www.ausdbf.com.au/ausdbf-courses/ausdbf-learning-management-system/> |  |  |
| Communicate effectively with athletes and others involved in the sport |  |  |
| Facilitate learning of fundamental skills and tactics |  |  |
| Plan and prepare a training session appropriate to the needs of athletes |  |  |
| Organise and conduct a training session and physical resources appropriate to the needs of training and competition |  |  |
| Provide feedback on performance |  |  |
| Evaluate the achievements of the objectives of a training session |  |  |
| Evaluate the effects of the coaching behaviour and identify and implement modifications to their coaching behaviour |  |  |
| Evaluate the achievement of competition objectives |  |  |
| Adjust activities to suit the needs of individuals / teams |  |  |
| Ensure the safety of self and others and manage emergency situations |  |  |
| Undertake practical coaching experience under the guidance of a more experienced coach with current accreditation |  |  |

**I declare that the evidence I have provided (created & used within the prior 4 year period) is a true and accurate record of my work and life experiences:**

........................................................................................... ..........................................

**Signature of applicant Date**

## SECTION 3 – Undertaken practical coaching experience under the guidance of a more experienced coach. (COMPULSORY)

The key question for applicant here is - *What evidence would be required to prove this?*

This section enables you to provide a referee who can attest to your skills, having undertaken practical experience under the guidance of a more experienced coach with the last 4-year period (with current ANCAS accreditation). This referee may provide a general reference as outlined in **Example 1** below or ideally, be able to attest to the range of experiences you have had as a coach and the skills you have demonstrated, as outlined in **Example 2.** These referees may be able to indicate that you are always / sometimes / never able to demonstrate these competencies, or in some cases they would not be in a position to comment.

Importantly, in requesting referees to comment you should ensure that the evidence they are requested to provide is focused on demonstrating YOUR skills, not those of others.

Such referees might be signed by:

* a coach at your club (with current ANCAS coaching accreditation)
* a coach (with current ANCAS coaching accreditation) from another club
* a previous mentor / coach (with current ANCAS coaching accreditation)

In drawing on evidence from these experiences to demonstrate competence, applicants should ensure they draw on experience which is directly related or relevant to dragon boat coaching.

**EXAMPLE 1**

**To whom it my concern**

I have known **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, coach from the **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** club for the past **\_\_\_\_\_** years.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** is an experienced dragon boat coach and has trained many paddlers who have represented their club at local regattas, State Titles, Australian Championships and / or International Events.

I believe **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** has excellent training and coaching skills and I do not hesitate to recommend that **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** be awarded formal recognition and qualifications as an ANCAS Level (insert ANCAS accreditation level being applied for) \_\_\_\_ Dragon Boat Coach.

Should you wish to clarify this statement, please contact me as per my details below.

**Name of person Club / Position**

**Email: Mob:**

**Signature: Date:**

**EXAMPLE 2**

**Applicant’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ANCAS Level being applied for in this RPL \_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Competency** | **Referee able to indicate the applicant’s level of competency** | | | **Unable to comment** |
| **Always** | **Sometimes** | **Never** |
| Completed and passed eLearning modules relevant to accreditation level applying for in the AusDBF Learning Management System (LMS). |  |  |  |  |
| Communicate effectively with athletes and others involved in the sport |  |  |  |  |
| Facilitate learning of fundamental skills and tactics |  |  |  |  |
| Plan and prepare a training session appropriate to the needs of athletes |  |  |  |  |
| Organise and conduct a training session and physical resources appropriate to the needs of training and competition |  |  |  |  |
| Provide feedback on performance |  |  |  |  |
| Evaluate the achievements of the objectives of a training session |  |  |  |  |
| Evaluate the effects of the coaching behaviour and identify and implement modifications to their coaching behaviour |  |  |  |  |
| Evaluate the achievement of competition objectives |  |  |  |  |
| Adjust activities to suit the needs of individuals / teams |  |  |  |  |
| Ensure the safety of self and others and manage emergency situations |  |  |  |  |
| Undertake practical coaching experience under the guidance of a more experienced coach with current accreditation |  |  |  |  |

Should you wish to clarify this statement, please contact me as per my details below.

**Name of person Club / Position**

**Email: Mob:**

**Signature: Date:**

**RPL Assessor Report**

**Applicant’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ANCAS Level being applied for in this RPL \_\_\_\_\_\_\_\_\_\_\_**

* **Evidence - is there evidence supplied to support application?**
* **Validity - is the evidence relevant to the performance criteria?**
* **Sufficiency - is there enough evidence?**
* **Authenticity - is the evidence a true reflection of the candidate?**
* **Current - is the evidence recent? Obtained within the last four years?**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competency** | **Evidence**  **Supplied** | **Validity** | **Sufficiency** | **Authenticity** | **Current** | **Comments** |
| Completed and passed eLearning modules relevant to accreditation level applying for in the AusDBF Learning Management System (LMS). | Yes  No |  |  |  |  |  |
| Communicate effectively with athletes and others involved in the sport | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |  |
| Facilitate learning of fundamental skills and tactics | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |  |
| Plan and prepare a training session appropriate to the needs of athletes | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |  |
| Organise and conduct a training session and physical resources appropriate to the needs of training and competition | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |  |
| Provide feedback on performance | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |  |
| Evaluate the achievements of the objectives of a training session | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |  |
| Evaluate the effects of the coaching behaviour and identify and implement modifications to their coaching behaviour | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |  |
| Evaluate the achievement of competition objectives | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |  |
| Adjust activities to suit the needs of individuals / teams | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |  |
| Ensure the safety of self and others and manage emergency situations | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |  |
| Undertake practical coaching experience under the guidance of a more experienced coach with current accreditation | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No |  |
| **<<Note: Continue to insert extra spaces for additional competencies / learning outcomes>>** | | | | | | |

**All competencies / learning outcomes met: (please circle yes / no below)**

**YES**

**NO (please provide advice to the applicant of what evidence they still are required to supply)**

**Date of Assessment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Assessor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- |
| **Assessor’s comments** | **Recommendations** |
|  |  |