

STATE COACHING AND OFFICIATING CENTRE

Course Procedures and Guidelines

February 2015



Government of South Australia
Office for Recreation and Sport

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Document Control Sheet

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Contents

Document Control Sheet	2
Document Details	2
Change History	2
Contact Person (for enquiries or amendments).....	2
Contents	3
Background	5
Enrolment Procedures	6
Registration	6
Registration Fees	6
Course Information	6
Course Content	6
Coaching Courses.....	7
Fees and charges	7
Fees	7
Student/Concession Registrations	7
Wendy Ey Scholarship Holders	8
Registration Cancellation Policy	8
Payment	8
Cancellation of Courses	8
Additional Information	9
Venue.....	9
Public Transport	9
Flexible Learning and Assessment Procedures	9
What is Flexible Learning?	9
Policies/Code of Behaviour	10
Appeals, Complaints and Grievance Procedures	11
Complaints and Grievances	11
Initial Contact.....	11
Initiating Procedures.....	11
Records and Reporting	11
Staff Responsibilities	12
Structure of the State Coaching and Officiating Centre.....	12



Oversight.....	12
Management	12
Trainers and Assessors.....	13
Industry Advice.....	13
Recognition of Prior Learning (RPL) Arrangements.....	14
Recognition of Prior Learning.....	14
Privacy Statement.....	15
National Sport Information Centre	15
Appendix A:.....	16
Current Courses available through the Office for Recreation and Sport	16
Coaching and Officiating	16
Safe, Supportive Environments.....	16
Other Courses/Programs	16
Appendix B:.....	17
Application Form	17
Application for Recognition of Prior Learning	21



Background

The State Coaching and Officiating Centre (SCOC) is operated by the South Australian Government's, Office for Recreation and Sport (ORS).

It is accredited by the Australian Sports Commission as a **State Coaching and Officiating Agency**, which oversees the registration of all South Australian National Coaching Accreditation Scheme (NCAS) and/or National Officiating Accreditation Scheme (NOAS) training agencies.

The Centre was established to support the training of sport and active recreation coaches, officials and volunteers in South Australia, and to encourage increased membership of sporting organisations and participation in sport and active recreation in the community.

Currently, the State Coaching and Officiating Centre is authorised to provide the following Australian Sports Commission programs:

- Beginning Coaching General Principles
- Intermediate Coaching General Principles
- Introductory Level Officiating
- Advanced Level Officiating
- Presenter/Facilitator Training
- Assessor Training
- Mentoring Program

The State Coaching and Officiating Centre works in cooperation with the Australian Sports Commission state recreation and sport organisations. It does not seek to replace these bodies in the delivery of coach and officials training.

The State Coaching and Officiating Centre works with ORS staff to coordinate the delivery of, and any record keeping for, other training courses conducted by the Sport and Recreation Development Division. See Appendix A for a list of those courses.



Enrolment Procedures

These enrolment procedures apply for any course, seminar, workshop or conference operated by the ORS SCOC.

Registration

Registration for any course may be made:

- online at: www.ors.sa.gov.au/sport_and_rec/coaching_and_officiating/courses
- by email at : orscoachingandofficiating@sa.gov.au
- by phone at 08 7424 7605

Registrations made by phone or email will not be confirmed until payment is received.

Registration Fees

Registration fees for all courses include:

- registration for that course
- tea and coffee
- presentation notes (if supplied by the presenter)
- workbooks and materials (for selected courses).

Lunch is not provided on each day of the full day courses unless otherwise stated on the registration form or course confirmation letter.

Course Information

Course Content

Details of the content of all courses can be found by clicking on the course title on the online registration page or obtained on request from the SCOC by phone (08 7424 7605), or by email (orscoachingandofficiating@sa.gov.au). This information will also be included, where possible, in the registration form.

Course content information will include:

- course title
- learning outcomes
- course pre-requisites
- other course requirements.



The full course competency and assessment guidelines for NCAS and NOAS courses can be found on the Australian Sports Commission website
www.ausport.gov.au/participating/coachofficial

When registering for a course via the ORS website, registrants will have the option of subscribing to the Coaching & Officiating mailing list. Alternatively, they can be added to the list by emailing orscoachingandofficiating@sa.gov.au

Coaching Courses

The SCOC provides access to the General Principles components required for people undertaking their NCAS courses and NOAS courses. Online access is available for the Beginning Coaching Course and the Introductory Officiating Course –
www.learning.ausport.gov.au

The SCOC does not provide the sport-specific training required for people to complete these courses. These sections of the course are provided by the respective State Sporting Organisations (SSOs).

You should contact the relevant SSO to determine when they will be offering the course you require.

Details of contact people for each sport can be obtained from the SCOC by phoning 08 7424 7605 or by emailing orscoachingandofficiating@sa.gov.au

Fees and charges

Fees

Fees for each course are clearly shown on the online registration form provided for that course. As fees are already subsidised by the ORS and the Australian Sports Commission, no further discounts will apply, except as outlined below.

Organisations seeking further subsidies to send coaches, officials and/or volunteers to courses may be eligible to apply for funding under the ORS's Grants Program. For further details go to the website - www.ors.sa.gov.au Organisations wishing to have a course conducted specifically for them can contact the SCOC on 7424 7605.

Student/Concession Registrations

Courses are already substantially subsidised; therefore no further concessions will be given.



Wendy Ey Scholarship Holders

Current ORS Wendy Ey Scholarship holders are entitled to a 25% discount on all courses during their scholarship period conducted by the SCOC, unless otherwise indicated. Scholarship holders must contact the SCOC on 7424 7605 prior to enrolling to arrange this.

Registration Cancellation Policy

Registration cancellations will be accepted by phone on 7424 7605 or email at orscoachingandofficiating@sa.gov.au.

Cancellation	Refund	Person transfer	Course Transfer
More than one working week prior to course	Full refund	Yes, to same course	Yes, within next calendar year no penalty
Less than one working week before course	Refund less 25% course fee	Yes to same course	Yes within calendar year no penalty
Day of the course (ORS mobile ph)	Refund less 50%	Yes, to same course	Yes within calendar year to the value of course less 25%
No notification (no-show)	No refund	Yes to same course	Yes within calendar year to the value of course less 50%

The policy will be implemented at the discretion of the SCOC staff.

Payment

All prices are in Australian dollars and include GST where applicable.

Payment by credit card can be made by completing the online registration process - www.ors.sa.gov.au/sport_and_rec/coaching_and_officiating/courses

In the event that payment via the online registration tool is impractical registrations may be made over the phone or in person.

Cancellation of Courses

The ORS and the SCOC reserve the right to change the program, including using alternative presenters, cancelling or moving sessions if required.



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In the event that any such change is made, the SCOC will endeavour to advise you within a reasonable time to allow you to make alternative arrangements if necessary.

When such changes preclude any person already registered from attending, a full refund will be arranged or a credit provided towards any other course conducted by the SCOC within 12 months.

Additional Information

Venue

Unless otherwise noted on the registration form, all courses are conducted at the ORS Conference Room, 27 Valetta Road, Kidman Park.

Entry to the Conference Room is directly from the western car park. The venue is fully wheelchair accessible.

Free off-street car parking is provided in the visitors' car park. Using the designated 'Staff' car park is permitted for courses commencing after 5.15pm and on weekends.

Please note: The Conference Room is not accessible through the main ORS reception area.

Smoking is not permitted anywhere in the ORS buildings or on the ORS grounds.

Public Transport

The ORS is serviced by bus routes 287 and 288 from North Terrace, which stop on Valetta Road close to the building (Stop 20 or 21). For further information on bus timetables please contact Adelaide Metro Info Line on 8210 1000.

Flexible Learning and Assessment Procedures

What is Flexible Learning?

Flexible learning expands the choice on what, when, where and how people learn. It supports different styles of learning, including e-learning.

The SCOC undertakes an approach to providing education and training that allows for the adoption of a range of learning strategies in a variety of learning environments. This will help to cater for differences in learning styles, learning interests and needs, and variations in learning opportunities.



Where it is available, the ORS will advise you of alternative learning opportunities, including e-learning and correspondence options.

The ORS will work with individual sports to develop alternative delivery mechanisms for the integration of sport-specific course components. It will also work to ensure that people living outside of metropolitan Adelaide have access to coaching, officiating and volunteer training.

Policies/Code of Behaviour

All participants in courses provided by the SCOC are subject to the ORS Harassment Free policies.

All persons undertaking courses and training have the right to be treated with respect, dignity and fairness, and to participate in an environment that is enjoyable, safe and healthy.

In particular, participants are required to:

- refrain from any behaviour that may cause disturbance to other participants, ORS staff or volunteers or which may cause disruption to the training program and the learning activities of its participants
- treat all staff, presenters and participants with courtesy and respect, and to refrain from any behaviour that may be interpreted as harassment or discriminatory under the ORS policies on harassment and any relevant legislation
- refrain from any behaviour which may cause fear or risk to another person, or which may endanger the physical or emotional well-being of other people
- participate fully in the course for which they are enrolled, including meeting all requirements of assignments, and to be punctual in attendance at all scheduled obligations of their course
- submit only work which is their own in meeting the requirements of their course
- borrow any assets of the ORS only with the approval of the respective staff member, and to return all borrowed items promptly on schedule
- refrain from bringing any alcohol or prohibited (including performance enhancing) drugs onto ORS premises
- refrain from attending any ORS activity if affected by alcohol or any other drug.

Breach of any clause in this Code of Conduct may result in removal from ORS premises or other action, including suspension or cancellation of enrolment.



Appeals, Complaints and Grievance Procedures

Complaints and Grievances

Concerns regarding the operation of the SCOC should be addressed by the following procedures.

Initial Contact

A person with a grievance should, in the first instance, approach the trainer, the assessor, or the SCOC Coordinator. (You are however under no obligation to approach the staff member with whom you have the grievance.)

Once contacted, that person shall:

- listen to the complaint and advise the complainant of her/his options
- maintain strict confidentiality, while ensuring speedy resolution of the complaint.

Initiating Procedures

Where a complaint cannot be resolved in this manner, the complainant may then lodge a complaint in writing with the SCOC Centre Coordinator.

Upon receipt of the grievance, the coordinator shall acknowledge receipt of the grievance. As soon as possible, and no later than three days after receipt of the grievance, the Manager Community Participation will appoint a Grievance Committee comprising representatives from the SCOC, a relevant industry representative and an independent person. The Grievance Committee shall:

- meet and consider the grievance
- advise the convener of their decisions.

The convener shall then inform the complainant and respondent.

Records and Reporting

Files and all information relating to a particular grievance shall be kept confidential for up to 30 years.



Staff Responsibilities

Structure of the State Coaching and Officiating Centre

The State Coaching and Officiating Centre is located within the Department of Planning, Transport and Infrastructure, Office for Recreation and Sport, Sport and Recreation Development Division, Community Participation Branch. It is linked to the Australian Sports Commission Participation and Sustainable Sports section.

Oversight

Oversight rests with the Community Participation manager, who reports to the Sport and Recreation Development Director.

Management

The Senior Project Officer – Coaching and Officiating Development is responsible for coordination of the day-to-day operation of the centre, including:

- ensuring that the State Coaching and Officiating Centre complies with set standards across all of its operations and in all of its training/assessment activities, including those undertaken by other persons or bodies on its behalf
- ensuring that the State Coaching and Officiating Centre provides for examination of documentation and reasonable access to all areas, records and staff as required
- reporting to the Community Participation Manager on the State Coaching and Officiating Centre compliance with these standards, for review and as a basis for improvement
- recording the verified qualifications and experience of all staff and persons working on behalf of the State Coaching and Officiating Centre as trainers and assessors.

The Senior Project Officer is also responsible for registrations and administration of the courses conducted by the centre, including:

- enrolments and registrations
- recognition of Prior Learning arrangements
- fees paid and refunds given
- issuing a Statement of Attendance when a person is assessed as competent against endorsed unit(s) of study in the applicable course or modules specified in the applicable course packages
- providing for reassessment on appeal
- all administration preparation for the courses
- organisation of appropriate presenters.



Trainers and Assessors

State Coaching and Officiating Centre trainers and assessors are sourced from across the industry. Presenters are primarily community presenters, but contracted presenters are also utilised for their expertise in certain fields. They include staff from the ORS, the South Australian Sports Institute (SASI), elite coaches and athletes, Sports Medicine Australia and other relevant agencies.

All trainers and assessors are required to present in accordance with established learning outcomes approved by the Australian Sports Commission or relevant body.

The SCOC undertakes regular appraisals of all courses and presenters, and conducts ongoing update and skills enhancement courses for its trainers and assessors in accordance with established industry standards.

Trainers and assessors will:

- comply with the assessment guidelines included in the applicable course packages or the assessment requirements specified in courses
- comply with the principles of validity, reliability, fairness and flexibility
- provide feedback to the applicant about the outcomes of the assessment process and guidance on future options
- be equitable for all persons, taking into account cultural and linguistic needs.

Industry Advice

The SCOC maintains the *State Coaching and Officiating Network (SCON)* as its industry consultative body.

The Network is made up of State Coaching Directors (or equivalent) and State Officiating Directors (or equivalent) as nominated/appointed by State Sport Organisations.

This network will advise the SCOC Coordinator with regards to the training provided by the Centre and compliance with these standards. The Network will undertake a review and make recommendations as a basis for improvement.



Recognition of Prior Learning (RPL) Arrangements

Recognition of Prior Learning

The SCOC has the following processes in place:

- Recognition of Current Competencies (or RCC), which is the acknowledgement of competencies currently held by a person, acquired through training, work or life experience. This is more commonly known as recognition of prior learning.
- Recognition of Prior Learning (or RPL), which is the acknowledgement of a person's skills and knowledge acquired through previous training and/or work or life experience. It may be used to grant status or credit in a subject or module.

Through RPL, an individual may be able to obtain recognition for part of or all of a particular course (for example, where they have previously undertaken relevant tertiary study or based on their employment).

If you believe that you may be in a position to undertake an RCC or RPL process, please contact the State Coaching and Officiating Centre on 08 7424 7605 to discuss your situation.

In doing so, please be aware that there is a cost to undertake RPL/ RCC processes; this is normally less than the full course cost, and it may be as much as 50 per cent less, depending on the type of course and amount of work required to process the application.

The onus is on the applicant to collect, collate and provide evidence to support their application for RPL/RCC.

A more complete guide to the RPL/RCC process can be found in Appendix B. You may, be asked to attend a face-to-face session with an assessor to discuss this material. Such an interview can last between 30 minutes and 90 minutes, depending on the course complexity and what is required.

There may be additional work required to complete the RPL/RCC process (for example, to demonstrate practical skills or to complete a worksheet/workbook).



Privacy Statement

The SCOC is subject to the state government's 'PC012 Information Privacy Principles, Instructions and Privacy Committee Proclamation' which can be found on this page: www.dpc.sa.gov.au/premier-and-cabinet-circulars

Your name and contact details may only be used by the SCOC to:

- provide you with notification of course-related information and news
- provide you with future information on relevant ORS programs
- register you on the Australian Sports Commission Sports Accreditation Online (SAO) database (for Australian Sports Commission courses only)
- provide your relevant national or state sporting association or other accredited registration agency with information for the purpose of clarifying or confirming that you have completed the necessary requirements so that you may be awarded your coaching or officiating accreditation.*

Should you not wish your details to be used for this purpose, please advise the State Coaching and Officiating Centre.

**Not allowing this information to be passed on may prevent you from being awarded your coaching or officiating accreditation.*

National Sport Information Centre

The National Sport Information Centre (NSIC) based at the Australian Sports Commission is Australia's premier information resource centre for sport and is highly regarded throughout the world.

The NSIC provides high quality sport information, analysis and advice to primary clients operating with the national sport system. Primary clients include Australian sport's leading coaches, scientists, medical practitioners, researchers, administrators and policy makers. South Australia State Sporting Organisations (SSO's) have access to this resource.

24/7 access to information and library research resources is facilitated via the Clearinghouse for Sport, a secure web environment providing access to:

- electronic publications
- videos
- images
- library catalogue
- daily current awareness updates
- networks and online discussion forums.

Information reference and research, covering topical areas such as sports facts, figures, statistics, results, dates, events, profiles and quotes is available through the NSIC.

Contact the State Coaching and Officiating Centre on 7424 7605 or orscoachingandofficiating@sa.gov.au for further information.



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Appendix A:

Current Courses available through the Office for Recreation and Sport

Updated February 2015

Coaching and Officiating

- Beginning Coaching General Principles (online – www.ausport.gov.au)
- Intermediate Coaching General Principles (via correspondence)
- Introductory Level Officiating (online – www.ausport.gov.au)
- Advanced Level Officiating (via correspondence)
- Presenter/Facilitators Training
- Assessor Training
- Mentor Training
- Essentials for Coaching Children

Essentials for Coaching Children 'Train the Trainer' Course (by appointment)

Safe, Supportive Environments

- Member Protection Information Officer (MPIO) Course
- Child Safe Officer Course

Other Courses/Programs

- Update courses – variety of topics



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Recognition of Current Competency &/or Prior Learning

Application Form

For all ORS SCOC courses except Intermediate
Coaching General Principles Course (ICGP).
Contact the SCOC for further details.



The South Australian Office for Recreation and Sport, State Coaching and Officiating Centre offers recognition for skills and knowledge that they already possess to person's undertaking general principles training to become a coach or official.

Because of the nature of coaching and officiating education it is more likely that the person will be drawing on previous study and training than on current competencies, therefore this application focuses more on recognition of prior learning.

Where recognition is granted, the applicant is granted full equivalent status equal to those who would normally complete the program by attendance and assessment.

Please note there may be a cost of up to \$100 associated with this application.

The Office for Recreation and Sport is committed to giving all applicants access to the RCC/RPL process.

You should read the information below and course outline / assessment plan before completing this form.

If you are considering applying for recognition of prior learning in part of a course you will need to present evidence of this. You may have developed competency in these elements in a number of ways:

- Through life experiences
- Through experience on-the-job
- Through training/education courses

What you need to do

Steps	Instructions
Step 1	Read the Course Outline / Assessment Plan and decide which competencies you wish to apply for RCC/RPL. Each competency MUST be addressed individually.
Step 2	Gather as much evidence as possible that would support your competency in the areas that you consider you already have the appropriate skills in: <ul style="list-style-type: none"> • You may have gained a special skill from life experiences, coaching a team, umpiring or refereeing, or working with a community group. • Another form of evidence can be a demonstration of your skills for



Steps	Instructions
	example tertiary or other education relevant to coaching and officiating. <ul style="list-style-type: none"> • Other people may testify to your competency in areas you consider you have substantial experience but no documentation to prove this is the case.
Step 3	Present all your evidence attached to your application or interview, if required.

Assessing competency and knowledge

The ultimate decision as to your competency and knowledge will be the assessor. Evidence must match the standard very clearly and satisfy the assessor that you genuinely have the skills and the knowledge you present for recognition.

Application

This form asks you to provide information about yourself and your request for recognition of previous learning and experience.

After completing this application form, you may be invited to attend a discussion about information from this application. This is to confirm or clarify your request for recognition and to make sure that all relevant learning experiences have been identified.

Please attach to this application form and anything which you believe could assist your claim, for example, documentation about:

Tick box	Materials	Assessor Initials and Date
<input type="checkbox"/>	Statements of results from training courses	
<input type="checkbox"/>	Copies of assessments you passed as part of a course	
<input type="checkbox"/>	Correspondence or external studies (course notes)	
<input type="checkbox"/>	Resume	
<input type="checkbox"/>	Work/Volunteer experience	
<input type="checkbox"/>	Current job description	



<input type="checkbox"/>	Samples of work in other study relevant to this course	
<input type="checkbox"/>	Certificates of attendance/achievement or participation	
<input type="checkbox"/>	School reports and exam results	
<input type="checkbox"/>	Statements / reference / testimonials / performance evaluations from past / present employers	
<input type="checkbox"/>	Practical Demonstration	
<input type="checkbox"/>	Other	



Application for Recognition of Prior Learning

Personal details

Name	
Organisation	
Address	
Phone	
Mobile	
Email	

Course information

What sport are you planning to be involved with? <input type="checkbox"/>	
Units for which are you seeking RCC/RPL?	

What are the names and codes of the competencies/elements for which you are seeking RCC/RPL?

Competency Code	Competency Name



Please complete the Assessment Profiles provided, for each competency that you wish to be assessed for RCC. Remember that each competency MUST be addressed individually.

Attach any relevant information such as resume, previous job descriptions and certificates and note what competency that this information relates to.

Work experience

Indicate in the space any paid work experience, either full-time or part-time. Include any voluntary or unpaid work, or school work experience or industry placement.

Business	
Address	
Contact person	
Type of work	
Employment type (full/ part time)	
Dates employed:	

How is this work relevant?

If you have worked in more than one relevant position copy this page and provide a new summary for each relevant position.



Volunteer experience

List any other things that have helped you to gain skills/knowledge relevant to this qualification. For example, working on committees, sporting involvement, etc.

Training experience

Have you been involved, or are you currently involved in any other course? (eg: Leadership Programs, Staff Development Programs). Please give details.

Thorough completion of this form will assist in the assessment for Recognition of Prior Learning.



Education experience

Please list any tertiary studies you have undertaken since leaving school.

Applicant's signature

Date

Please attach recognition of Current Competencies Assessment/Recognition of Prior Learning Summary with relevant standards.

Office use only

Assessed by:	Date:
Entered in database:	Date:
Successful:	Yes / No
Date notified:	Date:
Certificate sent:	Date:



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