



Tennis Australia

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

Course Participant Handbook

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

Tennis Australia (TA) has partnered with Smart Connection Training (SCT), a Registered Training Organisation (RTO) which means the Junior Development Coaching Course is now recognised within the Australian Quality Training Framework (AQTF) as a SIS30710 Certificate III in Sport Coaching. The course is now part of the Vocational Education and Training Sector which will also allow eligible coaches to access Commonwealth and State funding. In all States/Territories Federal funding in the form of Australian Apprenticeships (i.e. Traineeship) may be accessible while in Victoria there is also State Government funding available to eligible coaches through the Victorian Training Guarantee (VTG) program. Further details on the AQTF, VET sector, Australian Apprenticeships and funding availability and eligibility is provided later in this handbook.

The role of Smart Connection Training

Smart Connection Training is your Registered Training Organisation (RTO). They are committed to delivering a quality training experience to clients and students. Smart Connection offer a broad scope of qualifications ranging from Certificate I to Advanced Diploma level qualifications, with three key streams:

- Sport and Recreation
- Fitness
- Business, administration and management

The scope of their registration can be viewed at www.training.gov.au

Smart Connection Training will:

- Maintain systems for recording student enrolments/ attendance, completion, assessments, outcomes (including Recognition of Current Competencies or Prior Learning), results, qualifications issued, grievances and the archiving of records. In the event that Smart Connection Company ceases operations, all records of students' results from the time they became registered will be sent to the relevant government body.
- Supply the relevant government body with delivery details for each course/training package qualification and module/unit of competence in the Scope of Registration. Information on student details including enrolments, participation and completions in accordance with AVETMISS requirements will also be provided.
- Maintain confidentiality of all records.
- Ensure a current copy of the accredited course curriculum/endorsed training package and information regarding the program of study, availability of learning resources and appropriate support services are available to students.
- Ensure training and assessment occurs within the requirements of the accredited course/endorsed training package and where appropriate, the state or national guidelines for customising courses.
- Obtain written permission from course copyright owners prior to course delivery to use and, if required, customise courses.



Key outcome of the course

A Junior Development (SIS30710 Certificate III in Sport Coaching) graduate is well placed to provide coaching to junior beginner tennis players, particularly on a red, orange and green tennis court. Furthermore, they can plan and deliver a Fundamental Perceptual Motor Skills program.

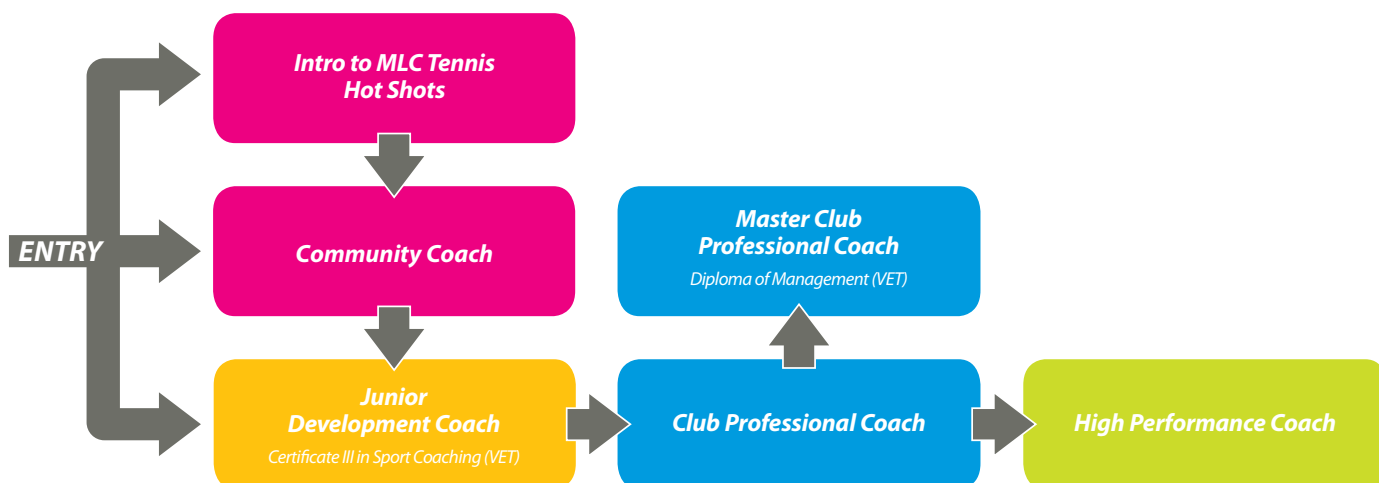
As the Junior Development Coaching Course (SIS30710 Certificate III in Sport Coaching) is a competency based learning program, the learning outcomes are able to be applied immediately to the workplace; that is, providing competent coaching to junior beginner tennis players.

In practical terms, at the completion of the course, each participant has demonstrated competence in planning and coaching tennis sessions on a red, orange and green court. In

addition to demonstrating their on-court coaching abilities they will have also shown competence in understanding and applying legal and ethical coaching practices, undertaking risk analysis of activities, apply first aid and reflecting on their coaching role and performance.

While the Junior Development Coaching Course (SIS30710 Certificate III in Sport Coaching) participants are ready to coach junior players they still require guidance and mentoring by their supervising coach. This mentoring is critical to the further development of their tennis coaching knowledge and skills and to assist them to progress to the Club Professional Coaching Course in the future.

Tennis Australia Coaching Pathway





Course structure

The course comprises of five modules, consisting of a number of complimentary units of competency. Each unit consists of a number of elements of competency with corresponding performance criteria.

Module 1 – Coaching tennis

SISSCGP304A	Coach junior sports players
SISSCGP201A	Apply legal and ethical coaching practices
SISSCGP303A	Coach junior players to develop fundamental perceptual motor skills
SISSTNS201A	Assist in conducting tennis activities for beginner players
SISSTNS303A	Coach stroke production and tactics for junior tennis players
SISSTNS202A	Interpret and apply the rules of tennis
SISSCGP306A	Customise coaching for special needs groups
SISXFAC201A	Maintain sport and recreation equipment for activities

Module 2 – Risk management

SIXRSK301A	Undertake risk analysis of activities
HLTFA301B	Apply first aid

Module 3 – Planning sessions and programs

SIXCAI303A	Plan and conduct sport and recreation sessions
SISSCGP305A	Plan coaching programs for junior sports players
SIXCAI304A	Plan and conduct sport and recreation programs

Module 4 – Personal development

SISSCGP202A	Reflect on professional coaching role and practice
SISSCOP202A	Develop a personal management plan
SITXCOM003A	Deal with conflict situations

Module 5 – Using technology

ICAICT203A	Operate application software packages
ICPMM263C	Access and use the Internet

Course schedule

To achieve competency in all units, a 100% attendance rate is required throughout the duration of the course. If for an unforeseeable reason you fail to attend a session, your Learning Facilitator will provide direction about how you will make up the course hours missed.

On successful completion and attendance of all units, a participant is awarded Tennis Australia Junior Development coach status and a SIS30710 Certificate III in Sport Coaching qualification from Smart Connection Training (RTO).

Course fees

The TA Junior Development Coaching Course (SIS30710 Certificate III in Sport Coaching) fee is \$1,840.00 (inc gst), which includes a \$300 administration fee. All candidates are required to pay the administration fee when applying and then the remaining \$1540 in two instalments of \$770 within two months of being accepted into the course.

All candidates are required to pay a \$300 administration fee when applying and then the remainder in two installments of \$770 within two months of being accepted into the course.

The fee includes learner support materials, NCAS registration fees and other costs such as facility hire, Learning Facilitator fees, certificate, assessment costs (includes four course assessment sessions only) and use of equipment as required.

For funded students please contact your Course Coordinator for more information.



Entry requirements

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.

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 commencement of TA Junior Development Coaching Course (SIS30710 Certificate III in Sport Coaching).¹
- Comply with all requirements of the Tennis Australia Member Protection By-Law. This requires participants to complete the Tennis Australia Prohibited Person Declaration.
- As part of your application, you must obtain and provide Tennis Australia with evidence of the following:
 - An original or certified copy of a Working with Children card, Blue Card or National Police Check (National Name Check or equivalent). This needs to be submitted prior to the starting date of the course to your Course Coordinator. For further information on how to gain your coach screening, visit the Tennis Australia website www.tennis.com.au/coachscreening.
- Include payment of the \$300 enrolment fee.
- Have a personal fitness level that will enable you to physically complete the practical requirements of the Coaching Course. Course Coordinators 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 Course Coordinator and relevant Learning Facilitator prior to the delivery of the Coaching Course.

Notes:

¹ 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. Candidates under the age of 16 may also be required to take part in a short interview (face-to-face or by phone) designed to brief the candidate on the journey ahead. Completion of this interview does not constitute acceptance or non-acceptance into the course.





For Victorian students applying for Victorian and Commonwealth Government funding, you are eligible for a government subsidised training place if you:

Meet one of the following citizen/residency status:

- Australian citizen
- Australian Permanent Resident (holder of a permanent visa)
- holder of a Special Category Visa (sub-class 444, New Zealand citizen) East Timorese asylum seeker, or holder of a Temporary Protection Visa.

And are any of the following:

- a young person aged under 20 years as at 1 January 2012
- seeking to undertake training in a Foundation skills course
- seeking to undertake an Apprenticeship
- seeking a higher qualification than the highest qualification already held.

And...

You haven't begun and are not enrolled to begin two or more other government-subsidised courses in 2012. (This means you can start no more than two government-subsidised courses in this calendar year).

You are not already doing two or more other government-subsidised courses. (This means you can do no more than two government-subsidised courses at one time);

Coach Membership

Once accepted into the Junior Development Coaching Course (SIS30710 Certificate III in Sport Coaching) you will also receive a complimentary Trainee Coach Membership if you are not already an existing member. Your complimentary membership, valued at \$142, will be valid until the end of the financial year during which the face-face component of your course is completed. If you do not complete the course within that financial year you will be required to renew your Trainee Membership to access the necessary websites to complete

the course. The trainee coach membership includes the CoachesWorld e-newsletter, public liability insurance cover of \$20m and \$10m professional indemnity as well as personal accident cover.

There are many additional membership benefits available to you on successful completion of your course when you are required to upgrade to become a Qualified Coach Member. Among the many benefits are: access to the tennis brand, outdoor coaching signs, business cards, ITF Tennis iCoach, educational DVDs, match analysis CD ROMs, Australian Open player movies, discount on professional development workshops, priority booking to the Australian Open, information services (e.g., Australian Tennis Magazine, CoachesWorld newsletter, e-newsletter), Tennis Australia official sunglasses supplier, find a coach listing and more.

For further information about Tennis Australia's services, programs or special offers - hit the net! Our website not only keeps you up-to-date with the latest local, national and international tennis news, it also outlines all TACM membership services and benefits.

T: 03 9914 4191

E: coachmembership@tennis.com.au

W: www.tennis.com.au/coaches

Tennis Australia refund policy

Upon acceptance of enrolment into the Junior Development Coaching Course (SIS30710 Certificate III in Sport Coaching), candidates will be expected to pay the fees required prior to receiving resources and any support materials.

Fees paid by candidates may be refunded in the following circumstances and timeframes:

- For cancellations received in writing, after accepting a place in the course but before the first workshop, fees will be refunded less a \$300 administration fee.
- If a cancellation is received after the course has begun no payments will be refunded.



Preparation for the course

Punctuality — As a courtesy to the Learning Facilitators and other candidates, all candidates must arrive on time. Mobile phones should be switched off or diverted to voicemail during the training.

Taking notes — A plethora of material is covered in training. A number of disciplines and concepts are presented, some of which are interrelated. Some topics may involve documenting diagrams, recording acronyms, use of abbreviations, have extended references and utilise cue words. Candidates are encouraged to record all information that may be deemed useful and discuss any misunderstandings with the Course Coordinator.

Contribute — You will get from the training what you put into the training. By the very nature of a coach training program it is very important to communicate and express yourself and your ideas. Be prepared to challenge your boundaries and use open thought processes.

Ask questions — One of the best forms of learning is to ask. A question that may seem obvious to one person may not be to another. If there are concepts or topics/disciplines that are not absorbed then ask your Course Coordinator or the Unit Learning Facilitator for more information. Where possible, do this at the most appropriate time.

Number of course participants

The maximum number of candidates in the face-to-face delivery option of the Coaching Course is 30. This ensures quality in delivery and learning experiences. The maximum acceptable Learning Facilitator to participant ratio is 1:8 for on-court practical sessions.

Coaching practice – Supervising coach

Coaching practice is incorporated into “Module 1 – Coaching tennis” of the Junior Development Coaching Course (SIS30710 Certificate III in Sport Coaching). Candidates must complete 40

hours of practical Junior Development level coaching during the Junior Development Coaching Course (SIS30710 Certificate III in Sport Coaching). Confirmation of these hours is required through the provision of a coaching log sheet. A log sheet will be provided by the Course Coordinator.

These hours must be completed under the guidance of a Tennis Australia Qualified Club Professional Coach Member.

Delivery

All modules are delivered using a blended approach to learning. It will include face to face sessions delivered by Learning Facilitators, online tutorials, self-paced study and practical workplace experience.

Competency based learning

Tennis Australia Coaching Courses are all competency-based. This means the training you receive during each of the five modules will be designed to improve specific competencies related to tennis coaching.

A competency can be defined as “the application of specific knowledge and skill to a required standard of performance in a given situation”.

A competency can include a number of aspects of performance, such as:

- Applied skills (e.g. being able to teach specific skills)
- Management skills (i.e. being able to prepare, plan and organise)
- Contingency management skills (i.e. being able to fix problems as they arise)
- Inter-personal skills (i.e. being able to deal effectively with others)
- Usually all four of these areas are considered.

Assessment

All modules in this Coaching Course involve assessment. Opportunities to demonstrate competence for assessment are many and varied and include observation of coaching sessions, written or oral questioning, peer to peer assessment, role plays and portfolios of evidence. The Learning Facilitators are qualified in the Certificate IV in Training and Assessment or its equivalent and are continually monitored to ensure the assessment approach meets the latest benchmarks. Facilitators will implement flexible assessment techniques (particularly within the written components) to allow those with special needs to undertake an alternative form of assessment. Should you have any special needs it is highly recommended you bring these to the attention of the Course Coordinator before the start of the course.

Support

Participants are supported throughout the course by dedicated Tennis Australia staff and qualified RTO Learning Facilitators. Tennis Australia staff, and in particular your Course Coordinator are there to offer you support and encouragement.



Time commitment

The Junior Development Coaching Course (SIS30710 Certificate III in Sport Coaching) takes approximately six months face to face to complete. The course consists of 20 contact days, which are generally scheduled every second weekend over the period of the six months.

Late submission of assessment tasks policy

Participants are to submit all assessment tasks by the nominated deadlines. Participants have 24 months from the commencement of the course to achieve competency in all units of the Junior Development Coaching Course (SIS30710 Certificate III in Sport Coaching). If an assessment task is not submitted by the deadline (and the coach has not applied for an extension due to extenuating circumstances a minimum of



7 days before the due date), an administration fee of \$100 per unit will be paid by the participant to have their work assessed.

If a coach does not submit an assessment task by 60 days after the due date and has not made contact with the Course Coordinator, a formal interview will be held with the Course Coordinator and the coach. Likewise, if a coach does not submit two consecutive assessment tasks by the due dates a formal interview will be held.

Following this interview, if the coach fails to submit an assessment task by the agreed date, his/her place in the course may be forfeited and he/she will be required to pay a pro-rata fee for the training completed to the forfeit date.

Furthermore, a participant receiving funding can have their funded revoked if they do not meet assessment tasks deadlines.

Recognition of Current Competence (RCC), Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Applicants are expected to attend all units. Applicants who believe they have current competence, credit transfers or recognition of prior learning in any area may apply to their Course Coordinator. The application form should be completed prior to beginning the TA Junior Development Coaching Course (SIS30710 Certificate III in Sport Coaching). No TA Junior Development Coaching Course (SIS30710 Certificate III in Sport Coaching) units are waived or may be excluded in any other way. For more information about the application process please contact your Course Coordinator or visit www.tennis.com.au/coaches.

What happens if I fail the course?

No-one "fails" in a competency based training education framework; however, you may be deemed not yet competent (NYC). Candidates who are deemed NYC will be encouraged to complete a range of activities designed to assist their process of becoming "Competent". These activities will vary according to the respective unit, elements of competency being assessed and the evidence submitted by a candidate.



How long do I have to complete the course?

You have 24 months from the date you begin your course to complete all units to a competent standard. If you do not complete the required units during this period, you will be charged \$100 per unit for your work to be assessed.

What happens when I complete the entire Junior Development Coaching Course (SIS30710 Certificate III in Sport Coaching) units?

Candidates are awarded TA Junior Development Coach status and the SIS30710 Certificate III in Sports Coaching when:

- They are deemed competent in all units that make up the TA Junior Development Coaching Course (SIS30710 Certificate III in Sport Coaching).
- All relevant fees have been paid.

Procedure and appeals for complaints

Tennis Australia and Smart Connection Training actively encourage feedback and dialogue with our students, work places and trainers as part of its continuous improvement philosophy. We established an equitable and transparent process for encouraging and dealing with feedback, complaints, grievances and appeals.

Our policy is governed by the following values and principles:

- All students shall have a clear opportunity to express their view on their learning experience, whether positive or negative.
- The process shall be transparent and no student shall perceive any disadvantage by expressing their views.
- The complaint shall be dealt with at the level of occurrence with opportunity for escalation to hasten resolve.
- High-risk complaints, including allegations of sexual harassment, discrimination and bullying shall be directed to Tennis Australia.
- Student feedback shall be dealt with in a timely, confidential and open manner and the shall be kept informed of all progress.
- All feedback will be analysed and trends built into the company's continuous improvement process so that all students benefit from the learning of the feedback.

Candidates with grievances about the conduct of the course or those seeking appeals on their assessment process must submit them in writing to the Course Coordinator within 30 days of the completion of the Coaching Course/unit or on receiving notification of their assessment outcome.

All grievances and appeals will be considered by an Education Appeals Panel, which will inform the candidate of the process they use to consider the grievance and the outcome of the deliberations in writing, within 30 days of receiving the grievance/appeal. The decision of the Education Appeals Panel will be final and binding.

Recording your performance

As a 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 Programs.

Access to course participant records

All students are able to access their records at any time. You will be required to positively identify yourself with photo identification before any information is released. If you have any enquiries regarding access to your records, contact your course coordinator.

National Centre for Vocational Education and Research

The National Centre for Vocational Education and Research (NCVER) as part of its governmental obligations conducts quality research on all VET students throughout Australia so they may contact you during or after your course.

Post training review

All students will receive a feedback survey part way into their course and at completion. We value your feedback and it is important for our continuous improvement processes.

Marketing

Tennis Australia and Smart Connection Training will:

- Market courses within the Scope of Registration with integrity, accuracy and professionalism, avoiding vague and ambitious statements. No false or misleading comparisons will be drawn with any other provider or course.
- Not state or imply that courses other than those within the Scope of Registration are recognised by the State Training Board.



Access and equity

This policy deals with approaches to ensure the vocational education and training that Tennis Australia and Smart Connection Training offers is responsive to the diverse needs of our clients. Access and equity ideals apply equally to Smart Connection Company as an employer, as they do to our clients. The rationale of this policy is to ensure that the benefits of vocational education and training are available to everyone on an equitable basis.

It is the policy of Smart Connection Training as a flexible provider of training to meet the diverse needs of our clients. Within the broad concepts of flexible learning, Smart Connection Company and Tennis Australia will strive to meet any reasonable access or equity concern by its clients.



Quality assurance and improvement

Tennis Australia and Smart Connection Training will:

- Adopt a quality assurance and improvement system that includes clearly documented procedures for managing and monitoring all training operations and reviewing student/client satisfaction.
- Students will be surveyed a minimum of once during training and again on completion to gauge their satisfaction with the training provided by Tennis Australia and Smart Connection Training.
- On top of the government required satisfaction survey, trainees can expect to be surveyed for our own internal quality mechanisms. This is an attempt to give students a chance to provide us with the feedback needed to continually improve our own training processes and delivery to students.

Training environment

Tennis Australia and Smart Connection Training will:

- Comply with all laws relevant to the operation of training premises including occupational health and safety and fire safety regulations.
- Ensure the training premises are of adequate size and have adequate heating, cooling, lighting and ventilation.
- Ensure training facilities, equipment and other resource materials are adequate for the Scope of Registration and are maintained in good order.

More information?

In applying for this Coaching Course and documenting your personal details, Tennis Australia agrees to abide by all relevant privacy legislation. For more information on the Tennis Australia privacy policy go to www.tennis.com.au.

Understanding Vocational Education and Training (VET)

Understanding the VET sector can be a challenge for those not familiar with the system. The key elements have been outlined below. This information has been sourced from Service Skills Australia: Overview of VET: Brief on Vocational Education and Training - Sport and Recreation, July, 2007 and other relevant websites.

What is the Vocational Education and Training (VET) sector?

- Provides education and training programs specifically linked to employment
- Includes technical and further education (TAFE) colleges, private vocational colleges, VET in schools programs and programs in the community sector
- Approx. 1.7 million students (approx 13% of the working age population) take part in vocational education and training each year.
- Operates under national principles and agreements and is jointly managed by Australian state, territory and federal governments, in partnership with industry and training providers
- Consists broadly of three elements:
 - Australian Qualifications Framework (AQF), assuring the quality and portability of the outcomes of the system for its clients;
 - Training Packages, assuring nationally endorsed competency standards and qualifications; and
 - Australian Quality Training Framework (AQTF), assuring the quality of training and assessment services by training organisations and the quality of accredited courses.

For further information of the VET sector visit: www.training.com.au



Apprenticeship and traineeships

If you are interested in finding out more information about apprenticeship/traineeships in sport, please go to the relevant website in your State or Territory.

Australian apprenticeships — <http://www.australianapprenticeships.gov.au/>

Vic — www.skills.vic.gov.au/apprentices

WA — www.det.wa.edu.au/apprenticentre/detcms/portal/

NSW — www.apprenticeship.det.nsw.edu.au/

SA — www.sa.gov.au/subject/Education,+skills+and+learning/Leaving+school/Apprenticeships+and+Traineeships

QLD — www.training.qld.gov.au/employers/index.html

TAS — www.skills.tas.gov.au/learners/apprenticeships/approvedtas

NT — www.apprenticeships.nt.gov.au/

ACT — www.decs.act.gov.au

