

# Recognition of Current Competence (RCC) Application Form

## Tennis Australia Development Coaching Course (Level 1)

### What is RCC?

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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 and intermediate players, you may be a good candidate to achieve the Tennis Australia Development Coaching Course (Level 1) 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 Development (Level 1) 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 Development Coaching Course (Level 1) certificate; or,
- (2) enrol in the next Tennis Australia Development Coaching Course (Level 1) to complete the qualification.

### Characteristics of a Development (Level 1) coach

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A Development (Level 1) coach must be able to:

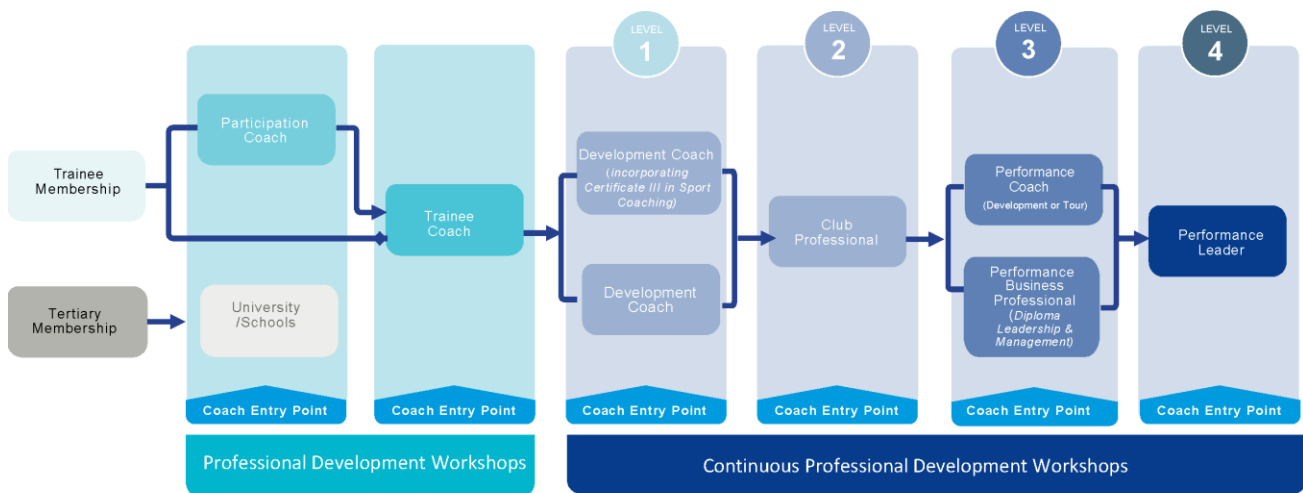
- Create and maintain a positive environment for players
- Conduct well planned coaching sessions which cater for the developmental readiness of players, are meaningful to Tennis and provide maximum participation and practice opportunities
- Plan for the continual development of players
- Implement various coaching programs for beginner Tennis players, specifically an FPMS program and the Hot Shots Tennis program
- Effectively communicate to players, parents and other key stakeholders; and,
- Reflect on their coaching performance and manage personal well-being.

## Overview of the Development Coaching Course (Level 1)

During the course, participants will learn to develop the skills of junior Tennis players through the delivery of the Hot Shots Tennis program. There is a major focus on planning, delivering and reflecting on coaching sessions and creating positive learning environments for children. The course covers the Tennis Australia technical and tactical fundamentals, Cardio Tennis, legal and ethical responsibilities of a coach, risk management, program planning, Tennis rules, personal development and Tennis in schools.

### 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.



### Course competency

#### Module 1 – Coaching Tennis

- Unit 1 SISSTNS001 Coach junior players in Tennis
- Unit 2 SISSSCO004 Plan, conduct and review coaching programs
- Unit 3 SISSSCO003 Meet participant coaching needs
- Unit 4 SISSSCO005 Continuously improve coaching skills and knowledge
- Unit 5 SISSSCO002 Work in a community coaching role

#### Module 2 – Responsibilities of the coach

- Unit 6 BSBPEF301 Organise personal work priorities
- Unit 7 HLTAID011 Provide first aid
- Unit 8 BSBOPS403 Apply business risk management processes
- Unit 9 HLTWHS001 Participate in workplace health and safety
- Unit 10 SISXIND009 Respond to interpersonal conflict

## Elements and performance criteria

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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

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

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

## Assessing your evidence

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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

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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 \$1300 (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 Development Coaching Course (Level 1) certificate 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 Development Coaching Course (Level 1) qualification.

## Length of RCC process

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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

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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](https://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).
  - 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](https://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 Tennis Australia Development Coaching Course (Level 1) to complete the qualification.
6. If the recommendation is Option A, the candidate will be required to pay either \$660 (incl GST) or \$1300 (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 Development Coaching Course (Level 1) 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

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### 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  Foundation Coaching Course  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](https://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

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### 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 Development Coaching Course (Level 1) 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.

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## 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 Development Coaching Course (Level 1)

**Applicant name:** \_\_\_\_\_

#### RCC Fee

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

#### OR

No qualification or non-TA-recognised qualification - **\$1,300 (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 **\$1300 (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 **\$1300 (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

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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](mailto: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](mailto: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](mailto: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](mailto:coachedtas@tennis.com.au)

Tennis TAS  
GPO Box 115  
Hobart  
Tasmania 7001

### QLD

**Sam Bradshaw**

t: 0426 558 933

e: [coachedqld@tennis.com.au](mailto: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](mailto:coachedvic@tennis.com.au)

Tennis VIC  
Locked Bag 6001  
Richmond  
Victoria 3121

### ACT

**Colin Thompson**

t: 0468 552 775

e: [coachedact@tennis.com.au](mailto:coachedact@tennis.com.au)

Tennis ACT  
PO Box 44  
Dickson  
Australian Capital Territory 2602