



SWIMMING AUSTRALIA (SAL) &  
AUSTRALIAN SWIMMING COACHES  
AND TEACHERS ASSOCIATION  
(ASCTA)

# **Recognition of Current Competency**

## **User Information Kit**

*THIS INFORMATION KIT IS GENERIC FOR ALL LEVELS OF SAL  
COACH ACCREDITATION*

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# SAL Coaching Qualifications Policy and Procedure for Recognition of Current Competency

## Introduction

Participants undertaking an SAL Coaching Qualification Program are able to apply to SAL for recognition of current competency (RCC) from prior learning and experience. RCC will be granted when all the stated **Learning Outcomes** and performance criteria of the SAL Coaching Course Modules have been met. This **Information Kit (generic to all accreditation levels)** is designed to guide applicants through the various steps involved in the RCC process.

## What is RCC?

RCC is based on the awareness that people learn and become competent in many different ways throughout their lifetime – through work experience and life experience as well as through education and training. RCC takes into account a person's skills and experiences, no matter where these were learnt, to enable people to get credit in a course of study.

## How can current competency through prior learning be recognised?

SAL Coaching Courses contain a set of learning outcomes that must be achieved before a participant will be deemed competent at this level. In broad terms, the process of RCC involves matching what participants already know and can do with the learning outcomes of the course. In this way, RCC enables participants to focus on developing skills and knowledge in new areas, rather than re-learning what they already know and can do.

## Who can apply?

You can apply for RCC if you think your prior learning and experience mean you can **provide evidence** to show that you are already competent in the learning outcomes of the course.

## Benefits of RCC

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

## How do you show evidence of competencies gained via prior learning and experience?

There are many ways that you can show evidence of the competencies you hold. RCC can only be granted on *current evidence*, that is, **work / learning that has been completed within the last four years**.

Following are a few examples of the ways evidence can be provided. You will need to include a variety of these in your application form.

### Education and Training

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

### Work Related Experience

- Positions held in Swimming and other sport and recreational pursuits
- Résumé of work experience which may include testimonials from people within the sport
- Copies of any statements, references or articles about your employment or community involvement in the sport
- Relevant work samples relevant to the course and the sport, which you have developed and implemented

### Life Experiences

- Involvement in the sport (be specific)
- Training experiences
- Evidence of home/self directed study which may include a list of recent readings, synopsis of seminars attended, reports of own research/analysis undertaken

*Please remember, the above are only examples. You should provide all the documentation that you can which clearly shows evidence of the competencies that you hold. The copies of these evidence documents should be numbered. This will allow you to simply place the number of the evidence demonstrating your competence against each specific learning outcome when completing the RCC application form.*

## Recognition of Current Competency Procedure

If you consider that you have already acquired the learning outcomes within an SAL Coaching course, or part thereof, you may formally apply to have these skills recognised.

A **RCC Assessor** will be appointed by SAL and they assess your application. **The assessor will be Certificate IV in Workplace Training and Assessment qualified.**

The RCC assessment can only be carried out through you providing evidence of the relevant competencies that you believe you hold. This is achieved through completing the **RCC application form** and forwarding this to SAL or your State Swimming Association, along with the required fee of \$ of \$55.00 (Green and Bronze) \$110.00 (Silver) and \$330.00 (Gold).

The following sequential process is the procedure to be followed by an applicant who wishes to obtain credit via RCC.

## Step 1 - REQUEST

- 1 Applicants who consider applying for RCC will contact SAL or State Swimming Association, who will provide a brief explanation of the RCC process and advice to the applicant.
- 2 An RCC **Information Kit** AND **application form** will then be forwarded to the applicant.

## Step 2 – Complete the application forms

- 1 Applicants will utilise the information contained within the RCC Information Kit and application form to conduct a self-assessment against the SAL Coaching Course Learning Outcomes.
- 2 Applicants will need to consider if and how they have achieved each learning outcome and if they can satisfy these by submitting **valid (relevant), sufficient, authentic and current evidence**.
- 3 Applicants will need to gather all relevant supporting documentation and complete the **RCC Application Form** with honest, clear, complete and concise information in the form of a portfolio of evidence.
- 4 The completed application form, **and the appropriate assessment fee**, will then be forwarded to SAL who will assess the application through a RCC assessor.

## Step 3 – ASSESSMENT

On receipt of an application, SAL or State affiliate will review the application to determine the completeness and relevance of the documentation. SAL or State affiliate will then advise the applicant accordingly, and will:

- Confirm acceptance of the application
- Advise the date for assessment by the RCC assessor
- Advise the applicant of deficiencies that must be rectified or addressed before the application can proceed and how this should occur.

SAL will send the application to RCC assessor for assessment. The assessor will compare the evidence provided by the applicant with the learning outcomes. A judgment will be made as to whether the applicant wholly or partially meets the requirements. The assessor will check that the evidence submitted conforms to the following RCC principles:

- **Validity (is the evidence relevant?)**
- **Sufficiency (is there enough evidence?)**
- **Authenticity (is the evidence a true reflection of the candidate?)**
- **Currency (is the evidence recent – obtained within 4 years?)**

In the event of partial completion of the learning outcomes, the assessor will outline which learning outcomes still need to be achieved, and preferably what evidence is still required.

### Options include:

- Supply further supporting documentation
  - Complete parts of the relevant SAL Coaching Course
  - Program Work with a recognised mentor to obtain the required competencies before applying for RCC again (no fee is required for secondary assessments)
- ✓ The RCC assessor will complete and return the assessor's reports with recommendations for the applicant
  - ✓ SAL will collate the recommendations from the RCC assessor and submit a report and decision to the applicant
  - ✓ The RCC assessor may need to meet to discuss issues with the applicant during the assessment process. The meeting could take the form of a teleconference
  - ✓ SAL will keep records of all RCC Applications for four years

## Step 4 - Notification

SAL or State Swimming Association will notify the applicant of the decision **within 4 weeks** of receiving the application.

Successful applicants for RCC will receive SAL Coaching Certification and will be placed on SAL's coaching database.

## Step 5 - Appeal

The applicant has the right to appeal the RCC Assessment decision, if they believe the decision is unfair, unjust or if the assessor has misinterpreted the evidence.

In the case of an appeal, SAL will appoint a new assessor, not involved in the original assessment.

The new assessor will review all material available and make a decision with one or two possible outcomes:

- Grant recognition
- Deny Recognition

Once again, the RCC Review assessor will notify the applicant of the decision **within 4 weeks** of receiving the appeal.

The decision of the RCC Review assessor will be final. If you are unhappy with the decision of the RCC Review assessor, you may wish to contact the Australian Sports Commission's Coaching and Officiating Unit for a second opinion.