



# Recognition of Prior Learning / Current Competence Guide for Coaching Principles – PCQ ‘E’, PCQ ‘D’, PCQ ‘D\*’ & PCQ ‘C’ and PCA NCAS Preliminary or PCA NCAS Level I

Participants undertaking PCQ Level ‘E’, ‘D’, ‘D\*’ & ‘C’, PCA NCAS Preliminary & PCA NCAS Level 1 can apply for Recognition of Prior Learning or Current Competence (RPL/RCC). You can apply for RPL/RCC if you think your prior learning and experience mean you already have the competencies for PCA NCAS Preliminary or PCA NCAS Level I.

## **How can prior learning be recognised?**

There are many ways that you can show evidence of the competencies you hold.

RPL/RCC can only be granted on current evidence, that is, work that has been completed within the last four (4) years. Some examples of evidence that can be provided to demonstrate your competencies include:

- 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.
- Resume of experience.
- Reports from people within the sport
- Relevant work samples e.g. Training programs, videos of your coaching
- Evidence of home/self-directed study which may include a list of recent readings, synopsis attended, reports of own research/analysis undertaken.

## **Who can conduct the RPL/RCC assessment?**

PCQ State Chief Instructors Panel in conjunction with PCQ NCAS Co-ordinator will conduct assessment of RPL for Coaching General Principles and Sport Specific NCAS Course.

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## RPL/RCC Procedure

### Step 1 – complete application and send to Pony Club Queensland Office

Applicants will need to gather all relevant supporting documentation and complete the RPL/RCC application form and forward to Pony Club Queensland [admin@ponyclubqld.com.au](mailto:admin@ponyclubqld.com.au) and processing fee.

### Step 2 – assessment

The application will be reviewed by an RPL/RCC assessment panel. The panel will compare the evidence provided by the applicant with the competencies required for the training program. A Judgement will be made about whether the applicant wholly or partially meets the requirements.

### Step 3 – notification

The applicant will be notified of the decision within 28 days of receiving the application. In the event of partial completion of the course competencies, the panel will outline which competencies still need to be achieved, and preferably how.

Options include:

- Complete further training
- Work with a senior coach/official
- Complete prescribed home study options

Successful applicants for RPL/RCC will receive the appropriate certification.

### Step 4 – appeal

The applicant has the right to appeal the RPL/RCC assessment panel’s decision, if they believe the decision is unfair, unjust or if the panel has misinterpreted the evidence. In the case of an appeal, a new assessment panel will be established. The new assessment panel will review all material available and make a decision. The RPL/RCC review assessment panel will notify the applicant of the decision within 28 days of receiving the appeal.



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## **RPL/RCC Application**

### **SECTION 1 - Personal details**

Name:	
Club:	
Address: _____ _____ Post Code: _____	
Phone:	Mobile:
Email Address:	
Application Level (Circle). PCQ ‘E’ / PCQ ‘D’ / PCQ ‘D*’ / PCQ ‘C’ / PCA NCAS Preliminary / PCA NCAS Level 1	

**Payment to be forwarded with this order form – RPL-RCC Application will not be processed until payment is received.**

**Payment by EFT: BSB 064-186 AC No: 10640329 (Please identify with Name and RPL-RCC)**

**Credit Card Payment – contact PCQ Office for processing.**

### **SECTION 2 – Evidence (When providing Qualifications, please include Units completed)**

<b>Competencies</b>	<b>Summary of evidence provided</b> Please attach copies of supporting documentation.
1. Explain the roles and ethical responsibilities of the coach.	
2. Develop strategies to work with parents, officials and sports administrators	
3. Plan and review coaching sessions for beginner level athletes	
4. Assess and manage the risks of coaching.	
5. Safely conduct a training session, ensuring fun and maximum participation through games and activities	
6. Utilise a range of communication, teaching and behaviour management strategies to help athletes learn basic skills and tactics	
7. Cater for the physical and social development of athletes	

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## SECTION 3 - Declaration

I declare that the evidence I have provided is a true and accurate record of my work and life experiences:

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

**Note: The Term Athlete refers to Horse and/or Rider**

## RPL/RCC Assessor Report

Applicants Name: \_\_\_\_\_

Competencies	Evidence Supplied	Validly (is it relevant)	Sufficiency (Is there enough Evidence?)	Authenticity (does it belong to the candidate)	Current (within the last four years)	Comment
1. Explain the roles and ethical responsibilities of the coach.	Yes No	Yes No	Yes No	Yes No	Yes No	
2. Develop strategies to work with parents, officials and sports administrators.	Yes No	Yes No	Yes No	Yes No	Yes No	
3. Plan and review coaching sessions for beginner level athletes.	Yes No	Yes No	Yes No	Yes No	Yes No	
4. Assess and manage the risks of coaching	Yes No	Yes No	Yes No	Yes No	Yes No	
5. Safely conduct a training session, ensuring run and maximum participation through games and activities.	Yes No	Yes No	Yes No	Yes No	Yes No	
6. Utilise a range or communication, teaching and behaviour management strategies to help athletes learn basic skills and tactics.	Yes No	Yes No	Yes No	Yes No	Yes No	
7. Cater for the physical and social development of athletes.	Yes No	Yes No	Yes No	Yes No	Yes No	

**All performance criteria met: (please tick relevant box below)**

Yes       No (Please advise the applicant additional evidence they are still required to supply)

**Date of Assessment:** \_\_\_\_/\_\_\_\_/\_\_\_\_      **Name of Assessor:** \_\_\_\_\_

**Position:** \_\_\_\_\_      **Contact Number:** \_\_\_\_\_

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The Applicant will be required to complete the following practical components prior to being award Coach Certificate Level.

## PCQ Level 'E'

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1. Attend PCQ Coach Refresher/updating Clinic
2. Demonstrate coaching 30-minute ground handling session – Stop, Go Forward and Turn
3. Demonstrate coach a 20-minute session on a horse care topic.

## PCQ Level 'D'

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1. Attend PCQ Coach Refresher/updating Clinic
2. Demonstrate coaching 30-minute ground handling session
3. Demonstrate coach a 20-minute session on a horse care topic.
4. Demonstrate coaching a 30-minute flat riding or game session
5. Complete Rule Book Orientation Paper

## PCQ Level 'D\*'

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1. Attend PCQ Coach Refresher/updating Clinic
2. Demonstrate coaching 30-minute ground handling session – Stop, Go Forward and Turn
3. Demonstrate coach a 20-minute session on a horse care topic.
4. Demonstrate coaching a 30-minute flat riding or game session
5. Demonstrate coaching a 30-minute jumping riding session
6. Complete Rule Book Orientation Paper

## PCQ Level 'C'

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1. Attend PCQ Coach Refresher/updating Clinic
2. Demonstrate coaching 30-minute ground handling session – Stop, Go Forward, Turn, Slow, Park
3. Demonstrate coach a 20-minute session on a horse care topic.
4. Demonstrate coaching a 30-minute flat riding or game session
5. Demonstrate coaching a 30-minute jumping riding session
6. Complete Rule Book Orientation Paper
7. Demonstrate coaching Troop Drill
8. Demonstrate coaching Mounting/Dismounting and Rein Drill
9. Demonstrate lungeing or coach lungeing.

## PCA NCAS Preliminary

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1. Attend PCQ Coach Refresher/updating Clinic
2. Demonstrate coaching 30-minute jump riding session.
3. Demonstrate coaching 30 minute in either flat riding or game
4. Coach mounting/dismounting
5. Demonstrate coaching a 20-minute session on a horse care topic.

## PCA NCAS Level 1

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1. Attend PCQ Coach Refresher/updating Clinic
2. Demonstrate coaching 30-minute jump riding session.
3. Demonstrate coaching 30 minute in either flat riding or game
4. Coach mounting/dismounting
5. Demonstrate coaching a 20-minute session on a horse care topic.
6. Demonstrate lungeing or coach lungeing.

**Note: The Term Athlete refers to Horse and/or Rider**