



# ACA Junior Skills Coach Application Kit

## Recognition of Current Competency (RCC) Application



# ACA Junior Skills Coach Accreditation Application

## Recognition of Current Competency

Recognition of Current Competency (RCC) is a process which acknowledges skills, experience and knowledge obtained through formal training, work experience and/or life experiences. The process recognises coaches' current competencies (knowledge and skills) and measures it against an accreditation level or the unit(s)/learning outcome(s) that comprise an accreditation level. In order to be deemed competent in a unit, a coach must demonstrate their ability to meet the required standard as specified in the Learning Outcomes. If you are currently coaching and you already have extensive coaching skills, knowledge and experience, you may apply to SNZ for RCC rather than undertaking the required learning activities.

Coaches applying for RCC will be assessed on the evidence and information provided. The onus is on the applicant to demonstrate their skills and knowledge for the unit(s)/learning outcome(s) being applied for. This evidence is assessed by Swimming New Zealand, ensuring the candidate has met the requirements. If the information submitted is not sufficient, applicants will be required to attend part/all of the applicable accreditation course.

## Providing Evidence

To be granted accreditation through RCC, coaches need to collect and present evidence that clearly demonstrates that they have met or exceeded the requirements of the learning outcomes for ACA Junior Skills Coach. Evidence for assessment may come from:

- ✦ Achievements gained through SNZ coaching courses or camps
- ✦ Formal learning programmes e.g. degrees or diplomas, polytechnic courses, clinics, conferences, seminars or workshops, overseas coaching qualifications
- ✦ Recognised proven achievements outside formal learning
- ✦ Evaluation of your coaching performance in your current coaching position

Your evidence may come from a variety of sources, which may include:

- ✦ Existing qualifications or components of qualifications. Note that both a copy of the qualification transcript or certificate and a list of learning objectives or content of each of the relevant topics covered in the course, must be supplied
- ✦ Coaching certificates. Note that the detail of the content covered in the coaching course or workshops must be supplied if they are not issued by SNZ, ASCTA or ASA
- ✦ Log books or coaching records
- ✦ Verifiable details of successful coaching experience
- ✦ Documentation of observations of your performance as a coach
- ✦ References and testimonials from recognised educators, or mentor coaches
- ✦ Curriculum Vitae
- ✦ Verified translations of overseas experience or qualifications

The evidence should be concise and arranged systematically in a portfolio so that the SNZ Coach Accreditation Committee/assessor can easily see the match between your evidence and the SNZ module learning outcomes. **Please write the SNZ unit/competency the evidence relates to on the top right corner of the page. E.g. "4.1"**

The onus is on you to present all necessary evidence. To protect the credibility of SNZ and in fairness to those who sit the full SNZ courses, your application will initially be declined if insufficient evidence is submitted.



The evidence you provide must:

- ✦ Be verifiable as your own work
- ✦ Be related to the accreditation or unit(s)/learning outcome(s) you are seeking RCC credit for
- ✦ Demonstrate current knowledge/experience within the past four years

A member of the SNZ Coaching Accreditation Committee will evaluate your application, undertake any necessary checks and communicate the result to SNZ, who will contact you. Checks may include:

- ✦ Personal interview
- ✦ Checking authenticity of information supplied
- ✦ Contacting a nominated referee
- ✦ Endorsement by mentor coach

### **Completing the RCC Process**

1. Read the relevant SNZ RCC application kit to identify which unit(s)/learning outcome(s) you wish to apply for RCC in. Each module MUST be addressed individually
2. If you decide to apply for RCC, make payment to SNZ
3. Gather as much evidence as possible that would support your competency in the areas that you consider you already have the appropriate skills in
4. Complete the RCC application and attach your portfolio of evidence
5. Send all documentation to the SNZ Coach Development Manager

### **Alternative Options**

Collating paperwork, video and other meaningful evidence for RCC applications can be time-consuming, particularly where applicants have not done formal coach accreditation courses/training previously.

For some experienced candidates, they may find it more effective to simply enrol in the program, receive their course workbooks and promptly complete the assessment activities. For further information contact the SNZ Coach Development Manager.



## PART A – Personal Information

Application Date:	
Name:	
Club/Affiliation:	
Current Position:	
Postal Address:	
Suburb/Postcode:	
Email address:	
Phone number:	
Mobile number:	
Date of Birth:	
NZSCTA membership number:	

## PART B – Experience Gained

This section will provide an overview of the experience you have gained. In Part C you will be asked to focus in on experience that related to the learning outcomes of the ACA Junior Skills Coach Course and to present evidence of your experience.

### 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, etc. *(Please provide extra sheets if the space provided is insufficient)*

Present work:		From ____/____/____
Present Employer:		
Current Position:		
Duties:		



<i>Previous work:</i>	(If you can't fit all your work in the spaces provided please insert extra sheets)	<i>From</i> ____/____/____ <i>to</i> ____/____/____
Employer:		
Your Position:		
Duties:		

**2. Education and training**

Indicate any education and training you have undertaken, including formal courses, adult education courses, conferences, seminars, training undertaken at work, etc. Please attach certified copies of any qualifications.

<b>Education/Training</b>	<b>Year Completed</b>	<b>Length</b>





## PART C – Unit Claimed

I intend to apply for RCC in the following units of the ACA Junior Skills Coach Accreditation Course:

Unit:	RCC Claimed (please tick)
Unit One: Coaching Swimming in NZ	
Unit Two: Being an Effective Swimming Coach	
Unit Three: Communication and Skill acquisition	
Unit Four: Learning Swimming Skills	
Unit Five: Mechanics of Swimming	
Unit Six: Developing Competitive Swimming Strokes	
Unit Seven: Seasonal Planning	

## PART D – Learning Outcome Applications

This section contains separate applications for each unit. The applications are intended for use as both a self-assessment tool and as a cover page(s) for the required evidence.

The completed unit applications as outlined below, with attached evidence, will make up your portfolio of assessment.

For each item of evidence, you need to work out which of the learning outcomes it relates to. This should be indicated in the appropriate place on the module application, as well as on the evidence.

For some items of evidence it may be appropriate to indicate which part of the item is relevant to which learning outcome. Make sure that you have clear references in each of your applications to any relevant evidence. If you don't have primary evidence (certificates, letters, examples of sessions, etc.) that you can submit to substantiate your claim, but consider that you could demonstrate your competence, please make a note to that effect.

Learning Outcomes	Summary of Evidence
Upon successful completion of this module, the ACA Junior Skills Coach will be able to:	<p><i>Follow the procedure below for all learning outcomes.</i></p> <p><i>Place a number in this column, that relates to the piece(s) of evidence in your evidence portfolio relevant to each learning outcome.</i></p>
<b>Unit 1</b>	<b>Coaching Swimming in NZ</b>
<b>Learning Outcomes:</b>	<b>Summary of evidence provided</b>
1. Identify the key organisations involved in swimming in NZ:  SNZ NZSCTA SPARC <b>Your Regional Association</b> NZAS DFSNZ SESNZ	



2. Understand the role of a swimming coach in relation to training and competition with reference to a coaches code of conduct (NZSCTA member)	
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<b>Unit 2</b>	<b>Being an Effective Swimming Coach</b>
<b>Learning Outcomes:</b>	<b>Summary of evidence provided</b>
3. Identify relevant aspects of the SNZ Code of Conduct	
4. Implement basic risk management and injury prevention measures whilst coaching swimmers	

<b>Unit 3</b>	<b>Communication and Skill Acquisition</b>
<b>Learning Outcomes:</b>	<b>Summary of evidence provided</b>
5. Have a basic understanding of holistic swimmer development and athlete-centred coaching	
6. Ensure effective communication strategies within a swimming squad environment (coaches, parent and swimmers)	
7. Utilise basic coaching strategies to maximise skill acquisition	

<b>Unit 4</b>	<b>Learning Swimming Skills</b>
<b>Learning Outcomes:</b>	<b>Summary of evidence provided</b>
8. Plan a series of training sessions for a group of swimmers (identify the group), which identify sound planning and skill progression activities of the four competitive strokes	

<b>Unit 5</b>	<b>Mechanics of Swimming</b>
<b>Learning Outcomes:</b>	<b>Summary of evidence provided</b>
10. Teaching the swimming strokes, starts and turns, by utilising the key factors that influence the learning of swimming strokes	
11. Implement skill acquisition strategies in the conduct of coaching sessions	

<b>Unit 6</b>	<b>Developing Competitive Swimming Strokes</b>
<b>Learning Outcomes:</b>	<b>Summary of evidence provided</b>
12. Implement the basic mechanical principles of resistance and propulsion when conducting stroke development sessions	

<b>Unit 7</b>	<b>Seasonal Planning</b>
<b>Learning Outcomes:</b>	<b>Summary of evidence provided</b>
13. Implement a basic seasonal plan for junior level swimmers	





## **PART E – Other requirements to gain ACA Junior Skills Accreditation**

- ✦ Proof of membership to NZSCTA, which involves police vetting
- ✦ Payment of RCC fee
- ✦ SNZ recommends that all coaches complete a First Aid qualification in addition to coach accreditation

The RCC process may take up to four weeks to process, and will be reviewed by the SNZ Coach Accreditation Committee.

You may be contacted by the SNZ Coach Accreditation Committee or assigned Assessor as part of the review process should any clarification be required.

### **Applicant Declaration**

I declare that I have read and understand the information in this ACA Junior Skills Coach RCC application pack and the information I have supplied is true and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit the RCC application with copies of all evidence and RCC determination payment to:

Swimming New Zealand  
c/o Sheila Galloway (CDM)  
PO Box 302145  
North Harbour  
Auckland 0751

Email: [sheila@swimmingnz.org.nz](mailto:sheila@swimmingnz.org.nz)  
Phone: 09 477 2013

### **Payment details**

- \$100 RCC determination

Optional resources:

- \$60.00 ACA Jr Skills Handbook (textbook) & Resource cd's
- \$50.00 Bronze Handbook (textbook)
- \$50.00 Silver Handbook (textbook)
- \$60.00 Strength and Conditioning DVD (produced by ascta)

Cheque/money order enclosed and payable to: **Swimming New Zealand Inc**

