



Procedure to Train as an RDAA National Assessor

1. How to Apply

Fill out this **Application to Train Form**. Your application must be approved by your State Coaching Coordinator and/or the State Coaching and Safety Committee. Send your completed application to your State Office (or to the National Office if you do not have a State Office). Make sure payment for your manuals is made to RDA Australia.

2. Choose Your Coach Educator

Discuss your wish to complete this elective unit with your State Coaching Coordinator or RDA Australia. Make enquiries about available mentor Assessors to assist you. Your Coach Educator does not have to be at your Centre but they should be someone who can support your learning as a mentor, has time to mark your workbooks, answer questions and someone you can build a rapport with.

3. Approval of Application

The RDA State Association will inform you that it has ratified your application and will then send your form to RDA Australia for processing.

4. Training Materials

RDA Australia will issue your manuals to you once your Application (with completed order form) and payment has been received.

5. Completion of Course Requirements

Complete workbook activities and practical coaching under the supervision of the Assessor of your choice.

6. Assessment

When you and your mentor agree you are ready to be assessed, you can choose 2 RDA National Assessors and make arrangements for your assessment. There are two possible outcomes from the assessment: Competent or Not Competent

7. Post Assessment

If assessed as competent, your Assessor will sign off your Competency Assessment Form and forward the paperwork to RDA Australia who will advise your State Office. RDA Australia will send you a Certificate and Coaching card with your new qualification.

If assessed as Not Yet Competent, discussion and advice on further training and assistance is available. If you think your assessment was unfair, you can appeal the decision. Contact RDA Australia for the correct procedure.

How will you deal with the private information I have included in my submission?

The information gathered on this form is entered into the RDA Australia database of registered coaches, maintained by RDA Australia. This information may be shared with the Australian Sports Commission (ASC) in conjunction with national sporting associations and state sport education centres. Coaches will be sent relevant up-to-date information and may be contacted by the ASC. Your information will not be used or disclosed except in accordance with the provisions of the Privacy Act 1988.

Information for Applicants

To be eligible to train as an RDAA National Assessor, candidates must:

- Be an experienced and current RDA Coach (Level 1 or above) for at least 3 years
- Have completed the RDA Coach Educator training
- Have mentored a trainee Level 1 Coach (as a Coach Educator) through to accreditation
- Have the support and recommendation of the State Coaching and Safety Committee

For National Carriage Driving Assessors, candidates must also meet the following criteria;

- Must have evidence of carriage driving experience outside of RDA of at least 20 hours (evidence can be a letter from an external Carriage Driving Coach or recognised driving trainer/competitor in the showing or racing industry or provide competitions results)

Note: if you have a disability, your case will be considered on its merits

What does the Assessor Package contain?

The RDA Assessor course of training is designed to get you to this level at your own pace. Once completed and signed off by your Coach Educator and you feel you are ready for your final assessment, then two RDA National Assessors will sign off the modules and observe your performance during a practical assessment.

Once completed you will have met the following competency standards:

- Plan and organise an assessment, negotiate with the candidate about how their assessment will take place, including organising venue, time and physical resources required.
- Demonstrate the ability to provide a supportive environment for the candidate, making reasonable adjustments during the process to meet the needs of the candidate while maintaining the integrity of the assessment.
- Assess the competence of the candidate through discussion, observation and marking written work.
- Make an assessment, basing decisions on the evidence collected against the required standards.
- Use up-to-date RDAA processes and policies to complete assessment.
- Provide confidential, constructive feedback to candidate regarding the assessment outcome. Post-assessment review begins and ends with a positive comment.
- Discusses and explores options with the candidate for ongoing learning and development.

In exceptional circumstances, any of the above requirements may be altered at the discretion of the National Program Delivery Committee or National Coaching Coordinator.

How long will the Assessor training take?

You can take up to two years and you can apply for additional time by contacting your State Office to request an extension.

Application to Train – RDAA National Assessor

Name and contact information

Surname		Given name		
Date of birth		RDA Centre		
Postal Address				
Suburb		State		P/code
Phone		Mobile		
Email				

Mentor/Supervisor

Who is your agreed mentor/supervisor and what is their highest relevant qualification?

Surname		Given name		
Qualification		RDA Centre		
Address				
Suburb		State		P/code
Phone		Mobile		
Email				
1. The applicant meets the pre-requisites (as per page 2) 2. I agree to be this applicant's primary Riding Coach Educator				
Signature		Date		

Signatures

Please read the pre-requisites for National Assessor on page 2. If you meet those requirements and agree with the following statement, please sign below				
I wish to apply to train as an RDAA National Assessor and be assessed according to the RDA Coach Education System.				
Date Level 1 qualification gained				
Signature		Date		

The State Coaching Coordinator must sign the following statement

The State Coaching and Safety Committee supports this application				
Name				
Signature		Date		

Application to Train – RDAA National Assessor

Please print your full name on each page:

Name

RDA experience

Briefly outline your experience in the RDA setting:

Details of qualifications

Please outline below any qualifications, both equestrian and other. Include any RDA qualifications you already have and dates of achievement (approx.)

RDA Qualifications
(eg RDAA Level 0)

General Equestrian
Qualifications
(eg Pony Club, EA)

Other Qualifications
(eg Cert IV Workplace
Assessment & Training)

I have mentored RDA
Coach Trainees to Level
1 qualification

NAME(S) OF TRAINEES:

Other Equestrian Experience

What equestrian experience do you have in settings other than RDA? Include any experience you have working with horses, riding and other equestrian activities.

**Carriage Driving Assessor Candidates must indicate in this box any experience outside of RDA with Carriage Driving (minimum 20 hours)*

Application to Train – RDAA National Assessor

Please print your full name on each page:

Name	
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Experience with people with disabilities

What practical experience have you had with people with disabilities

Special needs

Please specify below any special needs or requirements you may have, especially those that might be relevant to the study and practical aspects of a coach training course.

Recognised Prior Learning

RDA Australia recognises equivalent equestrian qualifications such as Pony Club and Equestrian Australia where courses are mapped to the RDA competencies. Qualifications must be valid (achieved within the past 4 years) or continuously renewed. Please refer to the RDA RPL Policy for more information.

If you wish to apply for Recognition of Prior Learning, please provide the following details and attach any relevant certificates.

Name of relevant qualification/course		Date qualification completed:	
Please list competencies that are relevant:			
Name of relevant qualification/course		Date qualification completed:	
Please list competencies that are relevant:			
Name of relevant qualification/course		Date qualification completed:	
Please list competencies that are relevant:			
I wish to apply for Recognised Prior Learning: <i>(please attached additional pages if insufficient space)</i>		Signature:	

Coach's Code of Ethics

1. Respect the rights, dignity and worth of every human being	<ul style="list-style-type: none"> • Within the context of the activity, treat everyone equally regardless of sex, disability, ethnic origin or religion
2. Ensure the athlete's time spent with you is a positive experience	<ul style="list-style-type: none"> • All athletes are deserving of equal attention and opportunities
Treat each athlete as an individual	<ul style="list-style-type: none"> • Respect the talent, developmental stage and goals of each athlete • Help each athlete reach their full potential
4. Be fair, considerate and honest with athletes	
5. Be professional and accept responsibility for your actions	<ul style="list-style-type: none"> • Display high standards in your language, manner, punctuality, preparation and presentation • Display control, respect, dignity and professionalism to all involved with the sport - this includes opponents, coaches, officials, administrators, the media, parents and spectators • Encourage your athletes to demonstrate the same qualities
6. Make a commitment to providing a quality service to your athletes	<ul style="list-style-type: none"> • Maintain or improve your current NCAS accreditation • Seek continual improvement through performance appraisal and ongoing coach education • Provide a training program which is planned and sequential • Maintain appropriate records
7. Operate within the rules and spirit of your sport	<ul style="list-style-type: none"> • The guidelines of national and international bodies governing your sport should be followed. Please contact your sport for a copy of its rule book, constitution, by-laws, relevant policies, eg anti-doping policy, selection procedures, etc • Coaches should educate their athletes on drugs in sport issues in consultation with the Australian Sports Drug Agency (ASDA)
8. Any physical contact with athletes should be:	<ul style="list-style-type: none"> • appropriate to the situation • necessary for the athlete's skill development*
9. Refrain from any form of personal abuse towards your athletes*	<ul style="list-style-type: none"> • This includes verbal, physical and emotional abuse • Be alert to any forms of abuse directed toward your athletes from other sources while they are in your care
10. Refrain from any form of harassment towards your athletes*	<ul style="list-style-type: none"> • This includes sexual and racial harassment, racial vilification and harassment on the grounds of disability • You should not only refrain from initiating a relationship with an athlete, but should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal
11. Provide a safe environment for training and competition	<ul style="list-style-type: none"> • Ensure equipment and facilities meet safety standards • Ensure equipment, rules, training and the environment are appropriate for the age and ability of the athletes
12. Show concern and caution toward sick and injured athletes	<ul style="list-style-type: none"> • Provide a modified training program where appropriate • Allow further participation in training and competition only when appropriate • Encourage athletes to seek medical advice when required • Maintain the same interest and support toward sick and injured athletes
13. Be a positive role model for your sport and athletes	

* Please refer to the Harassment-free Sport guidelines available from the Australian Sports Commission for more information on harassment issues

Coaches should...

- ◆ be treated with respect and openness
- ◆ have access to self-improvement opportunities
- ◆ be matched with a level of coaching appropriate to their level of competence.



Coach's Code of Ethics Agreement Form

Riding for the Disabled Association of Australia Ltd

Full Name: _____

Address: _____

Level: _____

Sport: Coach Athlete with Disability (CAD) – Equestrian

Discipline: RDA National Assessor

I agree to the following terms:

1. I agree to abide by the **RDA AUSTRALIA** Coach's Code of Ethics
2. I acknowledge that **RDA AUSTRALIA** may take disciplinary action against me, if I breach the Code of Ethics.
3. I understand that **RDA AUSTRALIA** is required to implement a complaints handling procedure in accordance with the principles of natural justice, in the event of an allegation against me.
4. I acknowledge that disciplinary action against me may include suspension, demotion or de-registration as an RDA Coach.
5. I understand that **RDA AUSTRALIA** will record my details on a national database and statistical data will be provided to National funding bodies as requested

Please refer to the *Harassment-free Sport Guidelines* available from the Australian Sports Commission or contact **RDA AUSTRALIA** if you require more information on harassment issues.

Signature: _____

Parent/Guardian Signature (if under 18): _____

Date: _____

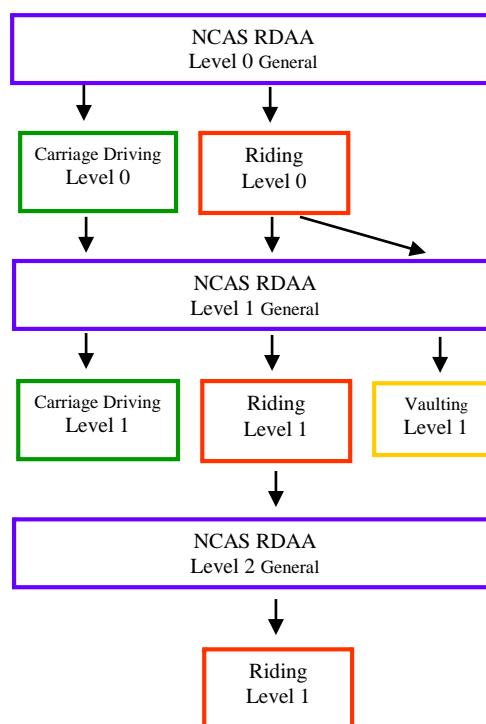
National Assessor Syllabus Order Form & Tax Invoice

ABN 99 116 408 587

Please complete and submit this page to your State Coaching Coordinator who will forward this to RDAA along with your payment. Please print clearly in **block** letters.

Tick which one is applicable	✓	Amount (inc GST)
National Assessor Training Manual and Workbook		\$45.00 (inc GST \$4.10)
Postage and Handling		\$12.00
Total Enclosed		

Delivery Address		
Name		
Street number and name		
Suburb/Town		
State	Postcode	
Daytime Ph Number		
Mobile		
Email		



Payment Details *(please tick which is applicable)*

By cheque/money order made payable to RDA Australia

I enclose a cheque/money order for \$_____

By Credit Card

Visa Mastercard Card Number: ____/____/____/____

Expiry __/___ Name on Card _____ Signature_____

By Electronic Transfer/Direct Debit *(Please print and attach copy of direct debit receipt from internet banking)*

BSB: 083 376 Bank: National Australia Bank

Account Number: 039 167 449

Name of Account: Riding for the Disabled Association of Australia Limited

Under Remittance Advice/Payment Description please include your surname and State.

Thank you for your order. It will be mailed to your nominated address within 14 days of processing of payment.