

NCAS Pony Club Level 1 Coaching (L1) Qualification

Note PPCC is a pre-requisite for NCAS Pony Club Level 1

Accreditation Process

There are 6 stages to achieving and maintaining your PC Level 1.

1. Purchase PCA NCAS Level 1 from Pony Club WA

These books consist of:

- Syllabus and Coaching Notes
- Workbook and Coaching Practice Log
- In addition the books/documents listed in the compulsory reading list (borrow, download or buy)

2. Complete the Workbook

Some units will require the assistance of a mentor or by including any **Recognition of Current Competencies (RCC)** evidence. See **Appendix A** for the full details of the evidence required and what units are formally assessed - it is important to read the notes at the end of the matrix. In addition ensure that the following documents are included:

- have signed the coaches Code of Ethics
- include a copy of Working With Children Check (WWCC) if held
- include a copy of Senior First Aid Certificate (if held - it is NOT a pre-requisite).

3. Submit for review to the State Coaching Panel (SCP) prior to practical assessment the following documents:

- completed Workbook & Coaching Practice Log
- the additional documentation listed in section 2
- **PC NCAS Level 1 Assessment Application Form**

Note the SCP meet once a month, normally the 3rd Monday of the month.

4. Practical Assessment (in person or by video)

Prior to the Assessment the candidate must:

- liaise with the SCP re suitable dates/venues etc
- organise C/C* Demo Riders (minimum of 4) for the Assessment
- submit 3 Lesson Plans covering Flatwork, Jumping and Horse care to be used on the day. Candidates may be asked to conduct all or part of these lessons
- arrange for the Assessment fee to be paid on the day (or submitted with the video) - see **Pony Club WA Coaching & Officiating Fees**

Note the completed Workbook & Coaching Practice Log will be returned to the candidate before the Assessment

On the Assessment day the Assessor will:

- complete Practical Coaching Assessment pages whilst observing the candidate conduct their lessons as per Lesson Plans
- the Assessor will provide feedback after each Practical Lesson
- the Assessor will complete the Assessment Outcomes Page, sign-off sheets and the Assessor's section of the **PC NCAS Level 1 Assessment Application Form**

5. NCAS Accreditation

Once the Workbook & Coaching Practice Log has been satisfactorily completed and the candidate deemed competent after the Practical Assessment, then the candidate must:

- forward the completed **PC NCAS Level 1 Application Form**

- and a cheque payable or EFT payment to Pony Club WA for \$15 upgrade fee.

Pony Club WA will:

- enter the coach's details on the PCA Database
- forward a congratulations letter, Certificate and NCAS card to the successful coach.

6. Maintaining NCAS Accreditation

Coaches are required to accumulate "update" points over 4-year period and be current members of a Pony Club WA or PCA registered pony club to maintain their status, re-sign the Coaches Code of Ethics and submit the Updating Fee

Updating activities are those which will help a coach to improve his/her knowledge and skills in the sport, and teaching and communication skills.

Level of Accreditation	Points per 4 years	Minimum points per year	Excess Points permitted to carry	Required Activities over 4 years
Preliminary	12	2	3	5 points from practical PC coaching 3 points from PC Coaching & Development Course
Level 1	24	4	6	12 points from practical PC coaching 6 points from PC Coaching & Development Course

More information on maintaining NCAS Accreditation and details of update points can be found in the separate [Maintaining NCAS Accreditation](#) document.

The following forms/documents can be found on the Pony Club WA website:

- [Coach's Code of Ethics](#)
- [Coaching Activity Sheet](#)

Level 1 - Evidence Required and Pony Club WA Assessor Units

Module	Unit	Worksheets	Mentor	RCC	Pony Club WA Assessor	Notes
1. Coaching	1.1 Skill Learning	Yes				
	1.2 Planning Pony Club Lessons	Yes				
	1.3 Group Organisation & Safety	Yes		Yes		
	1.4 Inclusive Coaching	Yes	Yes	Yes		
2. Horse Care	2.1 General Health of the Horse	Yes		Yes		
	2.2 Preventative Health Measures	Yes	Yes	Yes		Must be assessed of this as part of the 3 lessons.
	2.3 Teeth and Ageing	Yes	Yes	Yes		Must be assessed of this as part of the 3 lessons.
	2.4 Care of the Horse	Yes	Yes	Yes		Must be assessed of this as part of the 3 lessons.
	2.5 Grooming	Yes	Yes	Yes		Must be assessed of this as part of the 3 lessons.
	2.6 Feeding & Conditioning	Yes		Yes		Must be assessed of this as part of the 3 lessons.
	2.7 Saddles, Bridles & Ancillary Equipment	Yes	Yes	Yes		Must be assessed of this as part of the 3 lessons.
	2.8 Common Causes of Lameness	Yes	Yes	Yes		Must be assessed of this as part of the 3 lessons.
	2.10 Travelling	Yes	Yes	Yes		Note there is no unit 2.9 Must be assessed of this as part of the 3 lessons.
	3. Riding	3.1 Rider Position & the Aids	Yes	Yes	Yes	Yes
3.2 The Reins		Yes	Yes	Yes	Yes	Must be assessed of this as part of the 3 lessons.
3.3 Warming Up & Cooling Down		Yes	Yes	Yes	Yes	Must be assessed on this as part of the 3 lessons.
3.4 Footfalls		Yes	Yes	Yes	Yes	Must be assessed on this as part of the 3 lessons.
3.5 Riding without Stirrups & Sitting Trot		Yes	Yes	Yes	Yes	Must be assessed of this as part of the 3 lessons.
3.6 Rider Exercises, Agility & Mounted Games		Yes	Yes	Yes	Yes	Must be assessed of this as part of the 3 lessons.
3.7 School Figures & Use of the Arena		Yes	Yes	Yes	Yes	Must be assessed of this as part of the 3 lessons.

Module	Unit	Worksheets	Mentor	RCC	PCAWA Assessor	Notes
	3.9 Strides, Distances & Gymnastic Jumping	Yes	Yes	Yes	Yes	Note there is no unit 3.8 Must be assessed of this as part of the 3 lessons.
	3.10 Show Jumping & X-Country Jumping	Yes	Yes	Yes	Yes	Must be assessed of this as part of the 3 lessons.
	3.11 Lungeing	Yes	Yes	Yes	Yes	Must be assessed of this as part of the 3 lessons.

Notes:

- For some units you will only need to complete Worksheets
- For some units you will need to complete worksheets and demonstrate your skills and knowledge to a mentor
- A Mentor must have the skills, knowledge and experience at or beyond the requirements of the Level 1 qualification. They do NOT need to be a member of Pony Club e.g. for the unit on Common Causes of Lameness you could use your farrier. Two experienced coaches can mentor each other.
- Providing the evidence used to demonstrate **Recognition of Current Competencies (RCC)** is authentic, relevant, reliable and sufficient, current (i.e. normally within the last 4 years), valid and related to industry standards then you do NOT need to complete the worksheets and do NOT need to have a mentor sign off
- However regardless of the completed Workbook & Coaching Practice Log and/or any RCC **you will need to be formally assessed by a Pony Club WA assessor** (in person or by video) for the units indicated in the table above.