

# PCA NCAS

## Preliminary Coaching Accreditation



Note: This accreditation is a pre-requisite for PCA NCAS Level 1

### ACCREDITATION PROCESS

#### 1. Recourses Required

- Purchase the Preliminary Coaching Manual 2021 from PCA through JustGo
- Download the workbook from Pony Club WA website (link <https://www.ponyclubwa.asn.au/wp-content/uploads/2022/01/PCANCAS-Prelim-Workbook-May-2021.pdf>)
- PCA Rider Manuals (E, D & D\*) be familiar with
- Sports Australia online Community Coaching General Principals – Course is free of charge to Australian coaches and can be accessed at [https://www.sportaus.gov.au/coaches\\_and\\_officials/coaches](https://www.sportaus.gov.au/coaches_and_officials/coaches)
- Complete, recommended but not mandatory, Preliminary Coaching Moodle via the PCA Academy.
- A Mentor - PCA NCAS Level 1 or an appropriate supervisor. Evidence you have undertaken at least 10 hours of mentored coaching, supervised and signed-off by your mentor.

#### 2. Complete the Workbook and ensure the following documents have been included and completed. Recognition of Prior Learning will be considered upon written application.

- Proof of current PCA Membership
- Copy of your Working with Children Check
- Signed mentor statement that Units 1-6 have been completed (as per the form in Unit 6 of workbook)
- Copy of First Aid Certificate (NOT a pre-requisite)

#### 3. Submit for review to the Pony Club WA State Coaching Panel

- PCA NCAS Preliminary Assessment Application Form
- 2 or 3 possible assessment dates
- State Coaching Panel will assign Assessors and confirm date

#### 4. Practical Assessment in person or video at Club rally, Zone or State Assessment Day, Club grounds or private property by arrangement

##### Prior to the Assessment the candidate to

- Submit to Assessors
  - a. Workbook
  - b. Four lesson plans of at least 30 minutes duration. (Riding on the flat, Poles and/or small obstacles, Mounted games/novelties/sporting and Groundwork)
- Liaise with Assessor venue and time etc
- Organise D & D\* riders (at least 3) for your assessment. Ground work can be done with a single rider
- Discuss Assessment Fee and payment

### On day of Assessment

- You should bring your own equipment relevant to your lesson plans, such as a whiteboard, laminated pictures, tape measure or whatever else is needed.
- Have available a safe riding area with safe equipment
- You will be required to demonstrate all of the performance criteria and you must demonstrate the performance criteria consistently throughout each of the four lessons. Although subject to the discretion of the assessors, you should have no more than one assessment of NYC (Not Yet Competent) per section on the assessment sheet, per each of the four practical lessons.
- Upon completion the Assessors will complete the sign-off form in your workbook (take a copy) and return your workbook with your completed Practical Assessment sheets.

### Post Assessment

- Assessors will complete the PCA NCAS Preliminary Assessment Application Form and return to State Coaching Panel along with copy of Candidates sign-off form.
- Candidate will be invoiced the cost of Assessment (plus Assessors mileage etc) and \$15 admin fee.
- Pony Club WA will enter coach's details on the PCA Database
- Forward a congratulation letter and Certificate.

## 5. Maintaining PCA NCAS Accreditation

- Coaches are required to accumulate "update" points over 4-year period and be current members of a PCA or PCA registered pony club to maintain their status, re-sign the Coaches Code of Ethics and submit the Admin 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 BE CARRY	REQUIRED ACTIVITIES OVER 4 YEARS
Preliminary	12	2	3	5 points from practical coaching 3 points from PC coaching & development courses
Level 1	24	4	6	12 points from practical coaching 6 points from PC coaching & development courses