

PCANCAS Level 1 Coaching Accreditation

Be at least 18 years of age to register for the course

Note: Completion of the PCANCAS Preliminary Coaching qualification is a pre-requisite for PCANCAS Level 1 and completion of PCANCAS Level 1 qualification is a pre-requisite to become a Proficiency Certificate Assessor and PCANCAS Coach Educator and Assessor

Accreditation Process

1. Resources Required

- Purchase the Level 1 Coaching Manual from PCA through JustGo
- PCA Rider Manuals (C, C*/K and B) be familiar with
- Complete the ASC Community Coaching Essentials on line course. Link <https://www.ausport.gov.au/coaching/community/education/community-coaching-essential-skills>
- Complete Gear Checker Accreditation. Refer to PCA Website. Link <https://ponyclubaustralia.com.au/pcancas/>
- Complete the PCA Inclusive Coaching Webinar and assessment. Link <https://ponyclubaustralia.com.au/pcancas/inclusive-coaching/>
- Sign up for access to the PCA Coaching Resources Library. Link <https://ponyclubaustralia.com.au/register>
- A Mentor - PCANCAS Level 1. Evidence you have undertaken at least 12 hours of mentored coaching, supervised and signed-off by your mentor.

2. Complete Prior to Practical Assessment and ensure the following documents have been included. Recognition of Prior Learning will be considered upon written application.

- Proof of current PCA Membership
- Copy of your Working with Children Check
- Copy of your completed ASC Community Coaching Essentials Course
- Copy of your completed Gear Checking Accreditation
- Copy of your completed Inclusive Coaching Assessment
- Copy of signed mentor statement and completed Practice Log (Page 177 in Manual)
- **Evidence of completion of the Written Tests at the end of each unit. Online assessment link www.ponyclubaustralia.com.au/Coaches/CoachingResource or through the PCA Coaching Resources Library. Link <https://ponyclubaustralia.com.au/register>**
- Copy of First Aid Certificate (NOT a pre-requisite)

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

- PCANCAS Level 1 Assessment Application Form. Link <https://www.ponyclubwa.asn.au/coaches-and-officials/>
- 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 four lesson plans of at least 45 minutes duration up to C*/K Level covering:

1. Groundwork
2. Flatwork – Beginner and Novice Riders **OR** Flatwork – Higher Dressage movement
3. Sporting/Novelties or Mounted Games
4. Showjumping **OR** Cross Country

Plus

5. Demonstrate lungeing as per the PCA lungeing manual guidelines

- Liaise with Assessors venue and time etc
- Organise C*/K riders (at least 4) for your assessment.
- 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 PCANCAS Leve 1 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)
- Pony Club WA will enter coach's details on the PCA JustGo Database
- Forward a congratulation letter and Certificate.

5. Maintaining PCANCAS Accreditation

- Coaches are required to accumulate "update" Continuing Professional Development points over 4-year period and be current members of a PCA or PCA registered pony club to maintain their status.
- Coaches will be advised by PCA (this is automatic if your profile is current and correct on JustGo) when Accreditation is due for renewal.
- Complete the online Accreditation Renewal. Link https://form.jotform.com/PonyClubAust/cpd_points_coaches
- Updating activities are those which will help a coach to improve his/her knowledge and skills in the sport, teaching and communication skills. Below is the table outlining point requirements

Level of Accreditation	Points per 4 years	Miniumum 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

