



RECOGNITION OF CURRENT COMPETENCE (RCC)

CLUB PROFESSIONAL COACHING COURSE

WHAT IS RCC?

At Tennis New Zealand, we understand that tennis coaches gain skills and knowledge through a range of work, study, life and other experiences. Prior learning has the capacity to significantly contribute towards an individual's current level of competence. In consideration of this, Tennis New Zealand offers the possibility for suitable candidates to provide evidence of current competence and prior learning. Recognition of Current Competence (RCC) emphasises the need for the individual to be currently competent in the skills and knowledge gained through prior learning.

RCC is an assessment process that measures and evaluates an individual's formal and informal learning experiences to determine the extent to which that individual has achieved the required learning and competency outcomes or standards for entry to, and/or partial or total completion of a coaching course.

If you have extensive coaching experience with beginner and intermediate players, you may be a suitable candidate to achieve the Club Professional coaching qualification via the RCC process. During this process, the coach's current knowledge and skills are assessed against a set of core competencies required by a Club Professional coach. Coaches attending the full course are required to successfully complete a series of assessment tasks which allow the coach to provide evidence of their competence in these core areas. The competence of RCC candidates will be assessed in the same way. Additional evidence may also be required in support of the candidate's RCC application.

The Coach Development Manager is responsible for assessing each application and will identify whether a candidate is suitable to take part in the RCC process.

Based on this assessment a recommendation will be communicated to each candidate to either:

- Continue on the RCC path to achieve the Club Professional coaching course qualification; or,
- Enrol in the next Club Professional coaching course to complete the qualification.

CHARACTERISTICS OF A CLUB PROFESSIONAL COACH

A Club Professional coach must be able to:

- Create and maintain a positive environment for players
- Conduct well planned coaching sessions which cater for the developmental readiness of players, are meaningful to tennis and provide maximum participation and practice opportunities
- Plan for the continual development of players
- Implement various coaching programmes for players at levels beginner to development
- Effectively communicate to players, parents and other key stakeholders
- Provide leadership both on- and off-court
- Run a small tennis coaching business



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OVERVIEW OF THE CLUB PROFESSIONAL COACHING COURSE

The Club Professional coaching course prepares coaches to become head coaching professionals at tennis clubs and centres. The course focuses on coaching tennis and growing a small business. Participants will further develop their ability to plan and deliver coaching sessions with a particular emphasis on developing tactical skills and analysing and correcting technical skills of beginner and development players. Applying sport sciences, such as sport psychology, nutrition, strength and conditioning, using technology to analyse performance and planning programmes for players of all ages are also covered. The course will provide coaches with the basic tools to grow a small business. Coaches completing this course are recognised as ITF level 2 qualified coaches.

COURSE UNITS OF COMPETENCY

Module 1 – Developing players	
<p>A. <i>Coaching tennis</i></p> <p>Unit 1 Coach stroke production for intermediate tennis players</p> <p>Unit 2 Coach tactics for intermediate tennis players</p> <p>Unit 3 Plan and deliver coaching programmes</p> <p>Unit 4 Customise coaching for athletes with specific needs</p> <p>Unit 5 Select and use technology for sport, fitness and recreation</p>	<p>B. <i>Applying sport science</i></p> <p>Unit 6 Conduct basic warm-up and cool down programmes</p> <p>Unit 7 Provide drugs in sport information</p> <p>Unit 8 Provide nutrition information to athletes</p> <p>Unit 9 Support athletes to adopt principles of sport psychology</p> <p>Unit 10 Instruct strength and conditioning techniques</p> <p>Unit 11 Work collaboratively with support personnel</p>
Module 2 – Growing your business	
<p>A. <i>Planning to succeed</i></p> <p>Unit 12 Undertake small business planning</p> <p>Unit 13 Plan small business finances</p>	<p>B. <i>Managing risk</i></p> <p>Unit 14 Identify risk and apply risk management processes</p> <p>Unit 15 Implement and monitor work health and safety policies</p>
<p>C. <i>Meeting expectations</i></p> <p>Unit 16 Address client needs</p> <p>Unit 17 Coordinate client service activities</p> <p>Unit 18 Manage conflict</p>	<p>D. <i>Providing opportunities to play</i></p> <p>Unit 19 Conduct projects</p> <p>Unit 20 Develop work priorities</p> <p>Unit 21 Organise sport, fitness and recreation event</p> <p>Unit 22 Coordinate sport, fitness and recreation work teams or groups</p>



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ELEMENTS AND PERFORMANCE CRITERIA

Each unit of competency is made up of a series of elements. These elements of competency are the building blocks of the unit.

Performance criteria are statements that specify what is to be assessed and the required level of performance for each element of competency. Coaches will be required to provide evidence of competent performance in each criterion. A range of assessment tasks will be used to assess these performance criteria. Several performance criteria may be assessed during one task (e.g., during an on-court coaching session). Tasks may be written, oral or practical and will assess the coach's knowledge, skills and understanding.

PROVIDING EVIDENCE

RCC candidates are required to provide evidence of their competency for each element of competency and corresponding performance criteria. The Tennis New Zealand Coach Development Manager or their delegate will assess your application.

The rules of evidence gathering are:

- The evidence you provide must be valid. It must relate to the specific competency unit that has been identified
- The evidence must be authentic. It must be something you have produced or has been written about you
- Evidence must be sufficient and demonstrate complete competency against the information that underpins a competency statement
- The evidence must be reliable. It must show you can consistently perform a given competency to the required standard
- Evidence must be current. This is a particularly important aspect as you must be able to demonstrate your evidence is still relevant to the skills and knowledge you have

Prior learning can include skills and knowledge gained through:

- Paid work experience - full-time, part-time or casual in New Zealand or overseas
- Voluntary work
- Unpaid work that you do for yourself or your family such as managing events
- Being coached or mentored (or coaching and mentoring others)
- Attending and participating in seminars, conferences short courses and workshops
- Private study and research
- Additional life experiences that have given you competencies that match those in the relevant courses

There are three types of evidence: direct, indirect and historical. The following table is a guide and you may be able to think of other types of evidence to demonstrate your skills and knowledge.



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TYPES OF EVIDENCE

Type of evidence	Examples of evidence
Direct evidence	<ul style="list-style-type: none"> • Accredited qualification • Certificate of achievement • Demonstration of skill • Samples of work • Referee's report • Video • Photos • Published works such as session plans
Indirect evidence	<ul style="list-style-type: none"> • Industry Awards • Job specifications or position descriptions • Curriculum Vitae or Resume • Rosters or timesheets • Budgets • Visual presentations or written speeches • Letters or memos from your workplace • Reference/ or letters of support • Evidence of committee work • Reading lists • Workplace training records
Historical evidence	<ul style="list-style-type: none"> • Written references from past employers • Log books and other records of performance • Certificates or qualifications • Letters of support • Assignments, reports and documentation from previous courses undertaken • Past competency based assessments • Record of academic results • Course attendance record • Scrap books • Magazine or newspaper articles about your work

COST OF RCC - CPC

The total cost for RCC - CPC is \$1,400 (incl GST). This is paid in two parts and is made up of an initial on-court assessment fee (\$400) and off-court assessment fee (\$1,000).

LENGTH OF THE RCC PROCESS

It is expected that the RCC process will be completed within 6 months from the date of the initial on-court assessment. An additional administration fee of \$300 (incl GST) will be charged for those candidates who have not successfully completed all RCC requirements within 9 months from the date of the initial on-court assessment.



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SUMMARY OF THE RCC PROCESS

1. The candidate completes all the pages of the RCC application form and submits to the Coach Development Manager (CPM). Please note: The candidate is strongly encouraged to make contact with the CDM to discuss their level of suitability for the RCC process prior to submitting their application form.
2. The candidate submits the following documents with the application form:
 - All current (i.e., within the last four years) and historical evidence to support the application. This evidence should be relevant to each unit of the course (p. 3-4).
 - A clear Police check (confirming the applicant is safe to work with children)
 - A current Level 1 First Aid certificate
 - Initial \$400 (incl GST) on-court assessment fee
3. On receipt of the candidate's application form, the CDM will contact you to discuss the application and arrange an on-court assessment
4. Following the on-court assessment, the assessor will make a recommendation to either (a) continue the RCC process or (b) enroll in the next Club Professional coaching course to complete the qualification - N.B. If candidate is recommended to attend the Club Professional Coach course the \$400 on-court assessment fee will be deducted from the course fee.
5. If the recommendation is to continue the RCC process the candidate will be required to pay the off-court assessment fee of \$1,000 (incl GST)
6. Following receipt and confirmation of the remaining payment, arrangements will be made for the candidate to receive the off-court assessments
7. The candidate completes and submits all the required evidence/assessment tasks within six months from the date of the on-court assessment
8. Upon the successful completion of the off-court assessments and submission of any additional evidence required, the candidate will be awarded the Club Professional Coach qualification certificate