



Riding for the Disabled Association (NSW)

RDA (NSW)



**HOW TO
BE A
COACH**

State Office

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NOTE: The information in this document is for the exclusive use of RDA(NSW) Personnel



COACHING SYSTEM

The *RDA (NSW)* coaching system has been created to provide the candidate with the knowledge and skills to responsibly conduct safe riding sessions at *RDA (NSW)* Centres.

The system is designed to have four levels and these are named to give an indication of their purpose.

***RDA (NSW)* ASSISTANT COACH**

The qualified Assistant Coach will be able to conduct riding sessions with indirect supervision by a qualified *RDA (NSW)* Coach.

The Assistant Coach will be implementing the directions of the Coach.

***RDA (NSW)* COACH**

The Coach is responsible for the initial assessment of riders, lesson planning and implementation of riding sessions, training of Volunteers and maintenance of adequate records plus the supervision of Trainees and Assistant Coaches.

***RDA (NSW)* SENIOR COACH**

As well as the duties mentioned above, under *RDA (NSW)* Coach, the Senior Coach is involved in mentoring other coaches & centres, participate in training workshops and assisting with the *RDA (NSW)* Centre support and development program.

***RDA (NSW)* STATE ASSESSOR**

State Assessors are Senior Coaches who are appointed by the State Coaching and Safety Panel (CASP) to assess Coaches, attend coaching system review meetings and assist in maintaining a uniform quality state wide coaching standard. State Assessors must hold the Assessing Units from the Certificate IV in Training & Assessment – TAE 40110.



HOW TO BECOME A RDA (NSW) ASSISTANT COACH

After (40) forty hours of Volunteering a person may be invited by the Centre Committee to train to become a Coach.

Within the (40) forty hours of Volunteering the potential trainee should have experience in the arena and in horse related activities which must also encompass the following:

- Grooming and saddling horses
- Basic horse handling such as catching, leading and turning out horses
- Arena activities such as leading horses in class, sidewalking, assisting with game and activities
- Interacting with riders and other volunteers should be appropriate and positive

Trainees may commence training at 17 years of age but may not obtain the qualification until they turn 18.

The potential trainee is required to complete the Enrolment form at the back of this document and supply the relevant information. This application must be endorsed by the Centre Management and forwarded to the State Office.

There are 5 sections of the enrolment form of which all must be received at State Office before the enrolment will be completed.

The sections are:

- Section 1 – Centre Authorisation
- Section 2 – Applicant details including information for Total VET Reporting and Unique Student Identifier verification
- Section 3 – Australian Privacy Principle notice
- Section 4 – Participant Self-Assessment
- Section 5 – Photo Identification

To ensure that the applicant's privacy is maintained Section 1 is the only section required to be submitted to the Centre Committee. Sections 2 – 5 can be submitted directly to State Office however the Enrolment will not be processed until all sections have been completed.

Once the enrolment is completed the applicant will be sent the course work electronically.

As each module is completed the Trainee will submit the theory work for assessment and access will then be provided for the next module. Some modules will also require the completion of a Third Party report by their supervising coach.

Assessment of competence for each module will be conducted at your RDA(NSW) Centre by a RDA(NSW) qualified Assessor as part of the Assistant Coach assessment including a holistic assessment of theory and practical components.

Trainee's will be granted the qualification of Assistant Coach and be issued with the appropriate Units of Competencies when deemed Competent by an RDA(NSW) Assessor.

Many trainees may choose not to continue beyond this qualification, but it is desirable for trainees to be encouraged to work towards the Coach qualification to enable them to work on their own without supervision.



HOW TO BECOME A COACH

A person must have qualified as an Assistant Coach before commencing training as a Coach. During this time the person is also required to gain a First Aid Certificate and successfully complete the modules listed for the Coach course.

HOW TO BECOME A SENIOR COACH

A person must be qualified *RDA (NSW)* Coach before commencing the Senior Coach Syllabus.

To apply the candidate prepares a written submission to CASP which is endorsed by the Centre Committee. The submission should outline the Coaches experience in RDA, with horses or any other relevant area and the reasons for completing the Senior Coach course including the future benefits for RDA(NSW).

Senior Coach status will be granted upon successful completion of the Syllabus requirements.



ROLES & RESPONSIBILITIES OF COACHES

The Assistant Coach

An Assistant Coach (AC) is a person who has had considerable experience helping in lessons and who has successfully completed the AC Syllabus. The AC may begin coaching with indirect supervision from the qualified Coach who must be on site and within hearing distance when the AC is working with riders.

A qualified AC is eligible to, and should be encouraged to continue learning and work towards obtaining their full Coach qualification.

The Coach on duty is considered the person in control & responsible for everyone during a session. Although an AC may be qualified to undertake an activity i.e. mounting riders with indirect supervision, it is still the responsibility of the Coach to provide indirect supervision and support as needed. The Assistant Coach is considered to be the person in control when they are under indirect supervision. Together with the AC, the Coach should determine the needs of the riders, including decisions on tack, choice of horses, mounting method and lesson planning. However, it is the Coach who is responsible for the final decisions.

Assistant Coaches are responsible to:

- Know and understand the role of the Assistant Coach within the structure of RDA.
- Adhere to the Coaches' Code of Behaviour.
- Understand the obligations of an Assistant Coach.
- Undertake correct risk management and duty of care of riders, horses and Volunteers.
- Communicate effectively and appropriately with riders, Volunteers, parents, Coaches and other involved.

Some of the duties that an Assistant Coach may undertake are:

- Meet and greet riders/parents/carers etc when they arrive at the Centre.
- Welcome new helpers, introduce them to others and show them around the Centre.
- Brief Volunteers on the plan for the lesson/day.
- Oversee and assist with fitting helmets and boots. Check that riders are dressed in suitable riding attire.
- Prepare horses prior to lessons and tend to their needs after the lesson.
- Assist with tacking up and fitting of any special equipment as requested by the Coach.
- Help set up the arena and equipment needed for the lesson.



- Conduct a Volunteer Training Session.
- Check that Volunteers have signed in and out and that all their forms have been filled in, including the Working with Children 'Prohibitive Employment' Form.
- Teach Volunteers new skills and assist with their ongoing training.
- Mounting and dismounting.
- Teach riders activities and reinforce instruction from the Coach to rider.
- Debrief Volunteers after the lesson and note any successes or concerns.
- Discuss outcomes with Coach.
- Help maintain tack.

The Coach

The Coach on duty is considered the person in control & responsible for everyone during a session. Some Centres may have an Assistant Coach and then it is the duty of the Coach to exercise indirect supervision as appropriate. Indirect supervision is defined as being on the grounds of the *RDA (NSW)* Centre and in hearing distance of the session that the Assistant Coach is conducting. The Assistant Coach is considered the person in control & responsible when they are under indirect supervision. The role of the qualified Coach is to conduct the initial assessment of the potential riders, determine the horse and tack that will be used for that rider and also the mounting method. The mounting method will be decided in consultation with the rider/carer. The Coach will develop lesson plans and set goals for the riders. The Assistant Coach may wish to be involved in this; indeed they should be encouraged to do so.

Coaches are responsible to:

- Know and understand the role of the Coach and Assistant Coach within the structure of *RDA (NSW)*.
- Hold a current First Aid Certificate.
- Adhere to the Coaches' Code of Behaviour.
- Know which forms must be completed and signed by riders and Volunteers and know where they are kept.
- Sight forms and to insist they are completed correctly.
- Keep accurate and up to date records necessary in relation to coaching.
- Understand the obligations of a Coach.
- Undertake correct risk management and duty of care of riders, horses and Volunteers.
- Provide ongoing supervision, training and support to Volunteers, Trainee Coaches.



- Supervise Trainee Coaches and Volunteers in the preparation of horses and tacking up for lessons.
- Organise and present at workshops for Coaches and Volunteers at a Centre.
- Attend workshops at Regional and State level.
- Be aware of the need for the ongoing training and conditioning needs of the horses at the Centre
- Carry out regular safety checks on all equipment or delegate the checking to other suitably qualified persons.
- Be familiar with equipment and know how and when to use it.
- Liaise with the Committee of the Centre and advise them in all matters related to safety, coaching and activities within the Centre and inform them of the needs, problems and progress of the riders and Volunteers relating to coaching.
- Identify opportunities for integrated and *RDA (NSW)* activities and competitions outside and within *RDA (NSW)* and at own Centre.
- Set realistic goals for themselves as a Coach and encourage Trainee Coaches to do the same. Know how to access further training.
- Liaise with CASP and local Regional Representative.
- Communicate effectively and appropriately with riders, Volunteers, parents, Coaches and others involved.

Senior Coach

As well as the duties mentioned under the heading of *RDA(NSW)* Coach, a Senior Coach is also responsible for conducting Coach Training Workshops and participating in the *RDA (NSW)* Centre Support and Development Program.

Coach Dress Code

It is expected that Coaches adhere to an acceptable dress code in keeping with their position as a Coach. Coaches are frequently in the public eye so should always display a well presented appearance. Appropriate clothing would be jodhpurs, long trousers or long shorts with a polo shirt or similar and closed in shoes.

Code of Behaviour

RDA (NSW) has a Code of Behaviour for all levels of coaching. The code gives everyone a clear understanding of what is expected and ensures that *RDA (NSW)* always remains an organisation of the highest standards.



OUTLINE OF THE RDA (NSW) COACHING SYSTEM

*The **Assistant Coach Level** consists of (6) six modules. Each Module is to be completed in sequential order before beginning the next.*

Unit 1 – BSBCMM101 Apply basic communication skills

Unit 2 – AHCHBR203A Provide daily care for horses

Unit 3 – BSBWHS201A Contribute to health and safety of self and others

Unit 4 – AHCHBR201A Monitor horse health and welfare

Unit 5 – *EDPMDP304 Mount and dismount procedures for clients with a disability participating in an equine activity

Unit 6 - SISXCAI003 Conduct non-instructional sport, fitness or recreation sessions

*The **Full Coach** level consists of (8) eight modules:*

*EDPSUP301 Support clients with disabilities participating in a therapeutic equine activity

*EDPHOR302 Select and monitor the behaviour of the therapy horse

BSBOHS306B Contribute to implementing emergency prevention activities and response procedures

SISOEQO418 Apply anatomy and physiology to equine performance

*EDPMED303 Interpret the implications and aspects relating to those with a disability to participate in an equine program

*EDPVOL305 Induct, train and retain volunteers for a therapeutic program in equine activities/programs

SISSEQS303A Teach the fundamental skills of riding

SISOEQO303A Conduct horse riding sessions in an arena

*These units are RDA(NSW) specific modules.

PRACTICAL ASSESSMENT

Practical assessment is conducted for Assistant Coach & Coach after the completion of the required theory and practical application of skills for each level.

Third Party observation checklists are completed by Supervising Coaches at registered RDA(NSW) Centres.

An Application for Assessment must be submitted by the trainee and countersigned by the Supervising Coach before an RDA(NSW) Assessor is assigned and arrangements are made.

If the assessment is positive the Assessor applies for a Certificate for the Trainee and the trainee signs an agreement form for the Coaches Code of Behaviour.

The successful trainee is issued with a Certificate and a badge.

If the trainee is not yet competent the State Assessor will discuss with them the next step and advise them in writing further training required.

Statement of Attainments for Nationally recognised Units of Competency will be issued when the person has satisfied the requirements of the Unit of Competency.

RDA(NSW) Modules will be issued with a Certificate of completion.



*Steps to gain **Senior Coach** qualification:*

- To apply the candidate prepares a written submission to CASP which is endorsed by the Centre Committee. The submission should outline the Coaches experience in RDA, with horses or any other relevant area and the reasons for completing the Senior Coach course including the future benefits for RDA(NSW).
- CASP approves the application and may appoint a mentor to support candidate during training.
- State Office records the application and issues the candidate with a current Senior Coach Syllabus Workbook.
- Candidate completes the Syllabus Workbook.
- Candidate completes the Request for Senior Coach Assessment in the Workbook.
- Completed Request for Senior Coach Assessment is submitted to State Office along with a the original completed workbook (candidate must keep a copy of workbook).

RDA (NSW) State Assessors

- State Assessors are Senior Coaches who are appointed by the CASP to assess Coaches, attend Coaching system review meetings and assist in the maintaining a uniform quality state wide coaching standard. They are selected on their ability to be flexible and have good people skills. They must hold the Assessment Elements within the Cert IV in Training & Assessment (TAE40110), have extensive experience in horsemanship, riding and working in the *RDA (NSW)* environment.



RDA(NSW) COACH TRAINING ELECTRONIC RESOURCES

The RDA(NSW) Coach training course is designed in a blended model utilising electronic materials. Electronic materials does not mean online. Normally if you were to do a course online, you have to log on to and work from a website. With our method, you no longer need that constant internet connection.

The way our course works is that once your enrolment is completed, you will either be emailed out a link where you can go to download your learning resources, assessment booklet and assessment tasks or mailed a USB flash drive with the electronic materials. Once downloaded (and it's only a very small download, normally a couple of megabytes) you can work on the course anywhere, at any time. This means you can easily work on it anywhere you can take your laptop; at work, at a coffee shop, in the car while you wait to pick the kids up from sport.

Once you have completed a task, you simply connect back to the internet and send it back to us in an email for assessment.

Alternatively if you prefer you can print your Assessment booklet complete it in writing and return it for assessment.

Sending in the Electronic Assessment Booklet

The following process is to be completed for all electronic theory components:

Step 1: Type the answers into the field provided under each question.

Step 2: Once you have completed all answers, locate the sign field on the cover page and left click.

Step 3: Signature Wizard will open. Select “*A new digital ID I want to create now*” and click next.

Step 3: Select option “*New PKCS#12 digital ID file*” and hit next.

Step 5: Fill in the details.

Step 6: Select a password and click finish.

Step 7: Your digital signature is now complete. You can create custom signatures under the “*appearance*” drop down menu. If you have a PDF scanned copy of your own signature, you can insert it in this section.

Step 8: Once happy with your standard or customised signature, click ok – Your electronic signature will be inserted into the document.

Step 9: Once this original signature is created, you will not need to create it again each time. Each time hereafter that you need to insert your signature, simply click in the signature box and your newly created electronic signature will be ready to be inserted.



Note: You should use PDF Reader XI to complete your work. It can be downloaded for free from <http://www.adobe.com/au/products/reader.html> . Please note that while you can use any program that you wish to complete the work, using third party PDF programs or out dated Adobe programs can lead to the following problems:

- PDF Unable to save after entering information,
- Text not showing in PDF unless answer box is clicked, or
- PDF unable to be finalised.

As such, it is recommended that when you first receive your electronic assessment booklet/tasks that you undertake the following troubleshoot procedure.

- 1) Download Adobe Reader (newest version currently Adobe Reader XI) or your third party software should you prefer.
- 2) Download the assessment booklet/task to your computer.
- 3) Fill in page 1 – coversheet – you should be able to fill in and see all information entered.
- 4) Locate the signature box and follow steps 1 to 7 to set up your signature and save the document. You will be prompted to ‘save as’ the document, save it under a different name.
- 5) Close your document and then open it from where you have just saved it. The text in your document should be saved, visible and unchangeable. If not, you will need to ensure you have the latest version of ADOBE Reader downloaded.
- 6) Once you have checked that your program works, complete the booklets.

Note: You must do the troubleshoot procedure prior to starting your assessment booklet/task. RDA(NSW) will not be held accountable for trainees losing information.



UNIQUE STUDENT IDENTIFIER PROCESS

Source: USI Registry System, Australian Government Department of Industry.

From 1 January 2015 students enrolling in nationally recognised training in Australia will need a Unique Student Identifier (USI).

The USI will link students to their training records which are held in the national training collection. Students will be able to access their records online, download them and share them with future training organisations electronically.

Students who are enrolling in nationally recognised training for the first time after 1st January 2015 or continuing studying after 1st January 2015 with nationally recognised training will need a USI.

Students will create their USI online and then give their USI to each Registered Training Organisation (RTO) they study with and provide permission for the RTO to view their details.

Training organisations will collect and verify each student's USI and record the USI when issuing Australian Qualifications Framework documentation.

NATIONAL REPORTING FOR RTOs

Source: National reporting for RTOs, Australian Government Department of Industry

National reporting of vocational education and training (VET) activity involves registered training organisations (RTOs) collecting data on all nationally recognised training activity and the reporting of this data to the National VET Provider Collection.

This reporting requirement applies to all training organisations that are registered to deliver nationally recognised training by the Australian Skills Quality Authority, the Victorian Registration and Qualifications Authority or the Training Accreditation Council Western Australia.

From 1 January 2014, training activity data, including new enrolments, re-enrolments and completions, must be collected by all RTOs, for reporting from 1 January 2015 onwards as part of RTO registration requirements.

Reporting of Total VET Activity serves a number of purposes and provides benefits across the national training system. It will:

- enable individuals to access transcripts that show any nationally recognised training undertaken through links with the [Unique Student Identifier](#)
- provide details about RTOs and courses on the [My Skills website](#) to assist students and businesses to make informed training choices
- enhance understanding of the training market and assist RTOs with planning training delivery
- inform risk-based regulation of RTOs by VET regulators and establish benchmarks for continuous improvement in the VET sector
- improve industry, business and governments' understanding of where and when skills are being developed to assist workforce planning
- provide a better understanding of training efforts across Australia to assist with the development of policy and assessing interventions.



National reporting of Total VET Activity must be in accordance with the Australian Vocational Education and training Management Information Statistical Standard (AVETMISS).

The National Centre for Vocational Education Research (NCVER) is a not-for-profit company responsible for vocational education and training. Its responsibilities include collecting, managing, analysing, evaluating and communicating research and statistics about VET activity nationally.

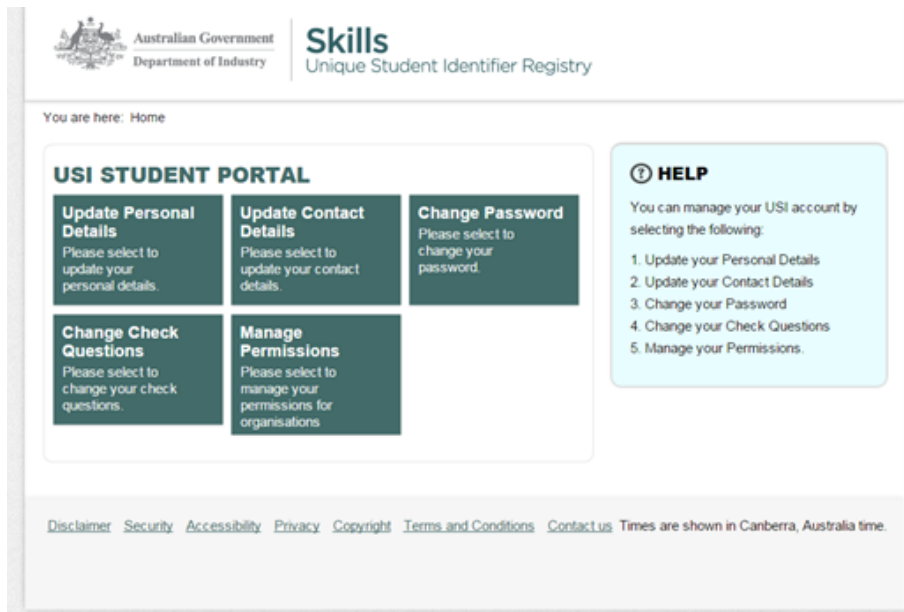
HOW DOES RDA(NSW) COLLECT THIS DATA

The required information for RDA(NSW) to meet these requirements will be collected via the RDA(NSW) Coach Enrolment Form. This form should be sent directly to RDA(NSW) State Office Attention: RTO Administrator, it does not need to be authorised or retained by RDA(NSW) Centre Office Bearers or Supervising Coaches. The information on this form will be treated confidentially and will only be accessed by the RDA(NSW) RTO Administrator to include in the NCVER Data Entry Tool which provides the required reports to complete the RTOs Total VET Activity requirements.



HOW TO APPLY FOR A UNIQUE STUDENT IDENTIFIER

1. Go to www.usi.gov.au
2. Click on 'Create your USI' and follow the instructions
- important information – you must have a valid form of ID and provide a copy of the ID used when completing the RDA (NSW) RTO Training Registration form.
3. Once your USI has been created log into the USI system and select 'Manage Permissions' on the Student Portal.



4. On the Manage Permissions – Add Organisation page, in the Organisation Code box enter 91543



5. Click Search

Australian Government
Department of Industry

Skills

Unique Student Identifier Registry

Update Personal | Update Contact Details | Change Password | Change Check | **Manage Permissions**

You are here: [Home](#) > [Manage Permissions](#) > Add Organisation

MANAGE PERMISSIONS - ADD ORGANISATION

Enter the Organisation's details and select **Search** to find an Organisation.

SEARCH DETAILS

Organisation Code:

Organisation Name:

Search

[Back to Manage Permissions](#)

HELP

Search for an Organisation

- You only have to enter the details in one field
- You can search by Organisation Name or Organisation Code:
 - If you know the Organisation Name you can enter the first few letters and select **Search**
 - If you only know the Organisation Code you must enter the complete number.

Once you have found the correct Organisation, please select **Add** to set permissions for the organisation.

[Disclaimer](#) [Security](#) [Accessibility](#) [Privacy](#) [Copyright](#) [Terms and Conditions](#) [Contact us](#) Times are shown in Canberra, Australia time.

d/Organisation?clearSearch=True

6. Click Add

Australian Government
Department of Industry

Skills

Unique Student Identifier Registry

Update Personal | Update Contact Details | Change Password | Change Check | **Manage Permissions**

You are here: [Home](#) > [Manage Permissions](#) > Add Organisation

MANAGE PERMISSIONS - ADD ORGANISATION

Enter the Organisation's details and select **Search** to find an Organisation.

SEARCH DETAILS

Organisation Code:

Organisation Name:

Search

SEARCH RESULTS

| Organisation Name | Organisation Code | ABN | |
|---|-------------------|-------------|---------------------|
| Riding for the Disabled Association (NSW) | 91543 | 50001823267 | Add |

(1 search result found)

[Back to Manage Permissions](#)

HELP


Search for an Organisation

- You only have to enter the details in one field
- You can search by Organisation Name or Organisation Code:
 - If you know the Organisation Name you can enter the first few letters and select **Search**
 - If you only know the Organisation Code you must enter the complete number.

Once you have found the correct Organisation, please select **Add** to set permissions for the organisation.

- Click on the View Details box to allow RDA (NSW) to view your personal and contact details.
- If you would like RDA (NSW) to change your contact details as they change tick the Update details box
- Select an Expiry date of 2 years





Australian Government
Department of Industry

Skills

Unique Student Identifier Registry

Update Personal
Update Contact Details
Change Password
Change Check
Manage Permissions

You are here: [Home](#) > [Manage Permissions](#) > [Add Organisation](#) > [Set Permissions](#)

MANAGE PERMISSIONS - SET PERMISSIONS

i Please select View and/or Update and Expiry Date you would like to give the Organisation and select **Save**.

* Indicates a mandatory field

ORGANISATION DETAILS

| | |
|-------------------|---|
| Organisation Name | Riding for the Disabled Association (NSW) |
| Organisation Code | 91543 |
| ABN | 50001823267 |

PERMISSIONS

| | |
|----------------|---|
| View Details | * <input checked="" type="checkbox"/> |
| Update Details | <input type="checkbox"/> |
| Expiry Date | * <input type="text" value="2 years"/> <div style="border: 1px solid #ccc; padding: 2px; font-size: x-small; margin-top: 2px;"> 2 years Select 3 months 6 months 1 year 2 years 5 years </div> |

[Cancel](#)
Save

[Back to Search Results](#)

HELP

You can allow an Organisation to view or update your USI account.

The Permissions you can give an Organisation are:

- **View Details** - allows the Organisation to view your personal and contact details.
- **Update Details** - allows the Organisation to view and update your personal and contact details. Only Registered Training Organisations are able to update your details.

Expiry Date gives the Organisation a specific period (from the date of permission) in which they can view or update your details. You can set a permission expiry date by selecting one of the following:

- 3 Months
- 6 Months

10. Click Save
11. Logout once complete



COACHES IN TRAINING

RDA(NSW) Coach Training is designed using a blended model ensuring that all training is overseen by qualified Certificate IV in Training & Assessment personnel and all Trainees are provided with on-going support from Coaching & Safety Panel representatives throughout their training and are encouraged to network with other RDA(NSW) Coaches. It is also necessary that a Trainee Coach to have access under strict supervision to clients, organisational policies and procedures and gains experience in assisting an experienced RDA(NSW) Supervising Coach who is up to date with coaching principles and the latest organisational policy and procedures. It is preferable that the Supervising Coach they assist has extensive RDA experience, good horsemanship skills and a general knowledge of *RDA (NSW)*.

Horses

All horses must meet the RDA(NSW) Horse Suitability Checklist. Supervising Coaches & Trainees should make their own assessment on a daily basis if the horses are fit for purpose for the planned activities.

- If the horse is showing signs of unusual behaviour before or during the planned activities the horse should be immediately excluded and the horse should be referred to a Supervising Coach for corrective action where appropriate.
- Be aware of the need for training and exercising horses on a regular basis.
- Monitor horse training, become involved if possible and check the horse records regularly. This is the best way to stay familiar with the horses being worked.
- Horses will be horses, and everyone needs to be confident that they know the animal they are working with. The only way to this is to be involved.

Note:

- All horses have their own unique personality.
- Observe the horses in the paddock, mixing with other horses.
- It is the responsibility of the Coach to ensure that the wellbeing of the horse
- Watch for sudden loss in condition, souring or unusual aggressiveness towards other horses or people. All are signs of something going wrong and indicate needs to be addressed.
- Coaches/Whips need to be able to determine the actual weight to be pulled/carried by a horse.
- Observe weight limits for horses, according to age, and conformation of the horse and the policy of the Centre. Anything that can be done to preserve the horse's comfort and extend their usefulness for *RDA (NSW)* must be a priority. It is so easy to unintentionally cause discomfort and anxiety to a horse.



After the lesson is over, it is the responsibility of the Coach to see that the horses are attended to. If animals are to be used again soon, loosen girths, remove carriage blinkers (if a carriage horse) and offer a drink of fresh water. If not needed again for one hour or more then they could be unharnessed (if a carriage horse) and turned loose in the paddock or a holding yard with access to fresh water, and given room to move around.

Coach Workshops

It is a requirements of all Trainees, Assistant Coaches and Coaches to attend Coach Workshops on a regular basis for ongoing professional development. Coaching Workshops will be geared towards Trainees, Coaches and experienced Volunteers interested in becoming Coaches. Workshops are for all attendees to be kept up to date with the latest information and any changes that may have come into practice. Workshops are also for existing Coaches to revise, learn something new and share ideas.

Anything that relates to coaching and the responsibilities that go with it would be a beneficial addition to a Coaching Workshop. A workshop environment provides opportunities for practical demonstrations, role play and the exchange of knowledge.

Regular Coaching Workshops will be held at Regional and State Levels. Centres are encouraged to hold workshops to suite the specific needs for the personnel at that Centre. Presenters may be brought in from within *RDA (NSW)* and the broader community. Centre Coaches and trainees could work through the Syllabus together in a workshop format which would benefit all Coaches. Supervising a Trainee Coach is a proven method for any Coach to remain motivated.

For a workshop to be of a standard for Maintenance of Qualification requirements, Workshop content must be approved by CASP.

All Workshop attendance and feedback reports must be sent to State office for reporting requirements.

Coaches with an Impairment – Physical or Intellectual

Where a trainee has a Physical or Intellectual Impairment *RDA (NSW)* may impose restrictions to Coaching activities where deemed appropriate by *RDA (NSW)* Assessors, following a practical assessment. In this case the restrictions will be noted on the reverse of the Assistant Coach or Coach Certificate and a letter will be sent to the Centre Secretary.



MAINTENANCE OF QUALIFICATIONS FOR EACH 4 YEAR PERIOD.



to make a difference

Assistant Coaches and Coaches at all levels must complete the following minimum activities to maintain their status as a current Coach. Each year an Annual Maintenance of Qualification declaration outlining their work and other relevant workshop and learning activities.

Assistant Coach

- Attend a RDA(NSW) Workshop at least every two years.
- Conduct ten coaching lessons per year to *RDA (NSW)* riders.
- Visit another Centre.
- Conduct a Volunteer training session.

Coach

- The coach must hold a current First Aid certificate.
- Teach at least fifteen hours of lessons each year to *RDA (NSW)* Riders.
- Conduct a ½ day Volunteer training session each year.
- Attend a lecture with a specialist in any field relevant to *RDA (NSW)*.
- Visit another Centre.
- Attend a *RDA (NSW)* workshop every two years.

Senior Coach

- The coach must be the holder of a current First Aid certificate.
- Attend a *RDA (NSW)* workshop every two years.
- Organise a Regional networking session with centres in their region.
- Teach at least ten 1 hour lessons each year to *RDA (NSW)* Riders.
- Conduct a ½ day Volunteer training session each year.
- Attend a lecture with a specialist in any field relevant to *RDA (NSW)*.
- Submit an educational article or book review relevant to *RDA (NSW)* to CASP for consideration for inclusion to *RDA (NSW)* Coach's Newsletter.

Assessors

- Assessors are required to present/Assess at workshops.
- Conduct practical assessments for Coaching qualifications.
- Attend periodic Assessor workshops.
- Must maintain current TAE Assessor Skill set qualifications.
- Must maintain current First Aid certification.
- Must attain Senior Coach qualifications.

RAM COA-01



Riding for the Disabled Association (NSW)
Coach's Code of Behaviour
For all level of coaches

- Respect the right, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
- Respect the Riders' and Volunteers' confidentiality.
- Ensure that the time participants spend with you is a positive experience. All people are deserving of equal attention and opportunities.
- Maintain your qualification and keep up to date with the latest coaching practices and the principles of growth and development of people.
- Display control, respect and professionalism to all involved with the sport. Encourage your participants to do the same.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all participants.
- Any physical contact with a person should be appropriate to the situation and necessary for the participant's skill development and consensual sexual relationships between coaches or officials and an adult athlete they coach are to be avoided.
- Operate within the rules and spirit of RDA (NSW) and teach your participants to do the same.
- Be fair, considerate and honest with your participants.
- Adopt a dress standard appropriate to your position as coach



ENROLMENT FORM – RDA(NSW) COACH TRAINING

This application to be returned to **RDA NSW Coaching Coordinator**
RDA NSW State Office

Date of Application _____ Centre _____

SECTION 1: CENTRE AUTHORISATION

Applicant name: _____

Total hours of volunteering at RDA: _____

Applicant signature: _____

Supervising Coach Name: _____

- I have provided the Trainee with the RDA(NSW) How to be a Coach document and both parties understand the requirements of undertaking this training.
- The applicant has completed a minimum of 40 hours of volunteering at the Centre in horse related activities.
- I agree that the applicant has the capabilities to fulfil the requirements of the RDA(NSW) Coach Training program.

Supervising Coach signature: _____ Date: _____

Centre Committee approval:

- Working with Children Check has been completed and verified.
- The Committee agree to support the applicant in the RDA(NSW) Coach Training program.
- The Committee are aware a Coach training registration fee of \$100 applies.

Approved by: _____ Date: _____

Signed: _____ Position at Centre: _____

ADDITIONAL SECTIONS MUST BE COMPLETED BY THE APPLICANT AND BE SUBMITTED – DUE TO PRIVACY CAN BE SUBMITTED SEPERATELY

SECTION 2: APPLICANT DETAILS

SECTION 3: PRIVACY NOTICE

SECTION 4: PARTICIPANT SUITABILITY QUESTIONNAIRE

SECTION 5: PHOTOCOPY OF CURRENT PHOTO ID

THE APPLICANT WILL NOT BE ENROLLED UNTIL ALL ITEMS HAVE BEEN RECEIVED AT RDA(NSW) STATE OFFICE.

OFFICE USE – STATE OFFICE:

RDA(NSW) STUDENT NUMBER: _____

DATE SECTION 2 RECEIVED: _____

DATE SECTION 3 RECEIVED: _____

DATE SECTION 4 RECEIVED: _____

DATE SECTION 5 RECEIVED: _____



TERMS & CONDITIONS

Organisational Code of Practice

The Organisation agrees to abide by its Code of Practice by:

1. Delivering high quality services to its participants.
2. Meeting client needs through best practice and innovative delivery of service.
3. Providing services that are consistent, of value and quality.
4. Identifying problems and inadequacies of service delivery and to amend these issues.

Literacy and Numeracy

To successfully complete your training you must be able to count, check and accurately record, read, interpret, estimate, measure and calculate. At times it may be necessary for this organisation to refer you to literacy and numeracy training in areas identified as necessary to ensure you meet the standards of your training.

Privacy

RDA(NSW) is committed to protecting the privacy of its volunteers and clientele and strictly adheres to the Australian Privacy Principles effective 12th March 2014 as outlined in the Privacy amendment (enhancing Privacy Protection) Act 2012.

1. This organisation collects and stores your personal details and during training we record your progress. We use this information to measure your and our performance and also to let you know about our future products and services. Where State or Commonwealth funding supports training we are obliged to submit your personal and progress details for research, statistical analysis, program evaluation, post completion survey and internal management purposes.
2. We DO NOT share, rent, or sell personal information you provide us. The confidentiality of the information we collect from you is protected under the NSW Privacy Act.

Complaints & Appeals

This organisation recognises that differences and complaints can arise from time to time. The quick settlement of these matters is in the best interest of all parties concerned and the following steps are implemented to ensure this happens.

1. Tell us if you are dissatisfied or have any concerns about our products, services, processes or policies
2. Tell us if you think you have been treated unfairly or unjustly
3. Our complaints officer will fully investigate all complaints and report the outcome to you
4. If you are not satisfied with the resolution we will refer the matter to an independent mediator
5. If a satisfactory solution cannot be reached by all parties you have the right to seek representation and appeal under the relevant State or Federal Law

Legislative and Regulatory Requirements

You acknowledge that you must observe your employers WH&S policies and all workplace practices as instructed by your employer including Equal Rights and Equal Opportunity and the anti-discrimination acts.

Work Health & Safety

This organisation is committed to providing and maintaining a safe and healthy environment for the benefit of all participants, visitors and employees.

This organisation monitors and maintains the appropriate Workplace Health and Safety levels and obligations under the Federal and State rules and regulations of the NSW Workplace Health and Safety Act including the State and relevant local government health and hygiene regulations/legislation, Skin Penetration and infection control Acts.

In consideration of all participants it is important that adherence to all legislative acts and regulations are observed while undertaking training. If participants have any concerns or notice a condition or practice that seems unsafe, it is important it is brought to the attention of the Training Manager.

Access and Equity

This organisation is committed to access and equity principles and processes in the delivery of its services and working environment in accordance with the relevant Sex Discrimination act, Human Rights and Equal Opportunity Act, Racial Discrimination Act, NSW Anti-Discrimination Act and Disability Discrimination Act.

In the event of a situation that is considered by participants to be in violation of the Organisation's Access & Equity Policy, participants are required to report the situation to the Training Manager.

Harassment, victimisation and bullying

This organisation does not tolerate any harassment, victimisation, bullying or any such conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or an offensive learning environment. This includes harassment, victimisation, bullying because of sex, race, national origin, religion, disability, sexuality or age.

Harassment is unlawful under Commonwealth and State legislation and harassment, bullying and victimisation are contrary to the duty of care to provide a safe environment for work and learning.

In the event of a situation that is considered by a participant to be in violation of the Organisation's harassment, victimisation and bullying policy, the client should report the situation to the Training Manager.

Disciplinary Procedures

This organisation has in place disciplinary procedures that are designed to encourage participants to evaluate and correct behaviour or practices that are detrimental to themselves or other participants. Participants will be supported in this process wherever possible; however in where this action does not resolve a participant's behaviour or practice they may be excluded from classes as seen fit by the Training Manager.

Participant Support

Participant counselling and support includes: language, literacy and numeracy support; assistance when applying for RPL and RCC; vocational/academic counseling for career and education/training pathways; personal counseling; and post program support to ensure access and equity principles provide the best possible outcomes for the student.



SECTION 2: APPLICANT DETAILS

1. Enter your full name

Family name (surname) _____

Given names _____

2. Enter your birth date

Day/month/year | | |

3. Sex (Tick ONE box only)

Male

 M

Female

 F

4. What is the address of your usual residence?

What is your postal address (if different)?

Building/property name _____

Flat/unit details _____

Street or lot number (e.g. 205 or Lot 118) _____

Street name _____

Suburb, locality or town _____

State/territory _____

Postcode _____

Phone number _____

5. Email address

Language and cultural diversity

6. In which country were you born?

Australia

Other – please specify _____

7. Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

No, English only

English only – Go to question 8

Yes, other – please specify _____

How well do you speak English?

Very well

Well

Not well

Not at all

8. Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No

Yes, Aboriginal

Yes, Torres Strait Islander

Disability

9. Do you consider yourself to have a disability, impairment or long-term condition?

Yes

 Y

No

 N

No – Go to question 11

10. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: (You may indicate more than one area)

Hearing/deaf

Acquired brain impairment

Physical

Vision

Intellectual

Medical condition

Learning

Other

Mental illness



Schooling

11. What is your highest COMPLETED school level? (Tick ONE box only)

| | | | |
|-----------------------|--------------------------|--|--------------------------|
| Year 12 or equivalent | <input type="checkbox"/> | Year 10 or equivalent | <input type="checkbox"/> |
| Year 11 or equivalent | <input type="checkbox"/> | Year 9 or equivalent | <input type="checkbox"/> |
| Never attended school | <input type="checkbox"/> | Year 8 or below | <input type="checkbox"/> |
| | | Never attended school – go to question 14 | |

12. In which YEAR did you complete that school level?

13. Are you still attending secondary school?

Yes Y No N

Previous qualifications achieved

14. Have you SUCCESSFULLY completed any of the following qualifications?

Yes Y No N **No – go to question 16**

15. If YES, then tick ANY applicable boxes.

| | | | |
|---|--------------------------|--|--------------------------|
| Bachelor degree or higher degree | <input type="checkbox"/> | Certificate III (or trade certificate) | <input type="checkbox"/> |
| Advanced diploma or associate degree | <input type="checkbox"/> | Certificate II | <input type="checkbox"/> |
| Diploma (or associate diploma) | <input type="checkbox"/> | Certificate I | <input type="checkbox"/> |
| Certificate IV (or advanced certificate/technician) | <input type="checkbox"/> | Certificates other than the above | <input type="checkbox"/> |

Employment

16. Of the following categories, which BEST describes your current employment status?
(Tick ONE box only)

| | | | |
|--------------------------------------|--------------------------|---|--------------------------|
| Full-time employee | <input type="checkbox"/> | Employed – unpaid worker in a family business | <input type="checkbox"/> |
| Part-time employee | <input type="checkbox"/> | Unemployed – seeking full-time work | <input type="checkbox"/> |
| Self employed – not employing others | <input type="checkbox"/> | Unemployed – seeking part-time work | <input type="checkbox"/> |
| Employer | <input type="checkbox"/> | Not employed – not seeking employment | <input type="checkbox"/> |

Study reason

17. Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only)

| | | | |
|----------------------------------|--------------------------|---|--------------------------|
| To get a job | <input type="checkbox"/> | It was a requirement of my job | <input type="checkbox"/> |
| To develop my existing business | <input type="checkbox"/> | I wanted extra skills for my job | <input type="checkbox"/> |
| To start my own business | <input type="checkbox"/> | To get into another course of study | <input type="checkbox"/> |
| To try for a different career | <input type="checkbox"/> | For personal interest or self-development | <input type="checkbox"/> |
| To get a better job or promotion | <input type="checkbox"/> | Other reasons | <input type="checkbox"/> |

Unique Student Identifier:

Unique Student Identifier: _____ Office use: Date verified: _____

I, _____ declare the information provided is true and correct and apply to begin the RDA(NSW) Coach Training.

I have read and understand the How to be a Coach document and I agree to abide by all RDA(NSW) Policies and Procedures & Coaches Code of Behaviour.

Please attach a copy of ID that was used to create your Unique Student Identifier.

Signed: _____ Date: _____



SECTION 3: RDA(NSW) REGISTERED TRAINING ORGANISATION AUSTRALIAN PRIVACY PRINCIPLE NOTICE

APP Personal Information Notice

Whenever RDA(NSW) Registered Training Organisation collects personal information about an individual, we take reasonable steps to notify the individual of the details of the information collection or otherwise ensure the individual is aware of those matters. This notification occurs at or before the time of collection, or as soon as practicable afterwards.

You are viewing or receiving this notice due to the impending or recent collection of your personal information.

| | | | |
|---|--|--------------------------|---|
| RTO Name: | RIDING FOR THE DISABLED ASSOCIATION NSW | RTO ID: | 91543 |
| Contact Details: | Privacy Officer Phone: 02 8116 9729 Email: training@rdansw.org.au | | |
| Information Collection Facts & Circumstances | | | |
| Date: | | Time: | |
| Method of Collection: | Registration form, assessment task cover sheets, request for certificates | Place: | Sports House 6a Figtree Drive SYDNEY OLYMPIC PARK |
| Collection by Third Party: | No | Third Party Name: | Not Applicable |
| Authorisation for collection: | National VET Regulator Act 2011 – AVETMISS Data Collection | | |
| Primary purpose of collection: | Provision of course services and associated assessment activities | | |
| Secondary purposes: | Ongoing communications | | |
| Consequences to you if some or all of the information is not collected: | Refusal to accept enrolment into a course program | | |
| Disclosures | | | |
| <i>This information once collected is usually disclosed to the following parties:</i> | | | |
| Australian based: | ASQA - for reporting purposes only | | |
| We are likely to disclose information to the following overseas recipients: | | | |
| Name of overseas recipient: | Not Applicable RDA(NSW) Registered Training organisation does not disclose information to overseas recipients | Country: | Not Applicable |

Privacy Information and Advice

RDA(NSW) & RDA(NSW) Registered Training organisation APP Privacy Policy and associated procedures are available at www.rdansw.org.au

- also available in our Coach & Assessor Handbook, RDA(NSW) Administration Manual and provided on request. This APP Privacy Policy contains information about how individuals may access and seek correction of the personal information held by us, and how to complain about a breach of the APPs, or any registered APP code, and how we will deal with such a complaint. In providing your personal information as requested and signing this notice, you are confirming your receipt of, and understanding of these details, and providing your consent for the collection, storage, use and disclosure of your personal information as outlined.

| | | | |
|-------------------|--|--------------|--|
| Name: | | Date: | |
| Signature: | | | |



RDA(NSW) Training Participant Self-Assessment

Name: _____

Please circle:

Riding experience level: Beginner Average Experienced

Are you currently riding regularly: YES - How often: _____ NO

Please tick the box which best fits your level of confidence for each of the tasks below.

| | Not confident | Moderately confident | Very confident |
|--|---------------|----------------------|----------------|
| How would you rate your confidence when handling horses? | | | |
| When catching a horse in a paddock or stable: | | | |
| When leading a horse: | | | |
| When picking a horses feet up: | | | |
| How would you rate your confidence when riding horses? | | | |
| When mounting a horse: | | | |
| When walking on a horse: | | | |
| When trotting on a horse: | | | |
| When cantering on a horse: | | | |
| When riding on your own: | | | |
| When riding in a group: | | | |
| When riding in an enclosed space such as an arena: | | | |
| When riding in an open space: | | | |

SELF-ASSESSMENT DECLARATION

The information I have provided in completing this form is an honest self-assessment of my ability.

If you are under the age of 18 a parent or guardian is also required to sign.

| | | |
|--|--|--------------|
| Name of Participant: | | |
| Participant Signature: | | Date: |
| Name of Parent / Guardian: | | |
| Parent/Guardian Signature: (where applicable) | | Date: |