

Recognition of Current Competency (RCC) Information Kit

Introduction

Coaches are able to apply to Masters Swimming Australia (MSA) for recognition of current competency (RCC) from prior learning and experience. RCC is a pathway toward achieving the MSA Club Coach Accreditation and will be granted when all the stated Learning Outcomes of the MSA Intro Coach and Club Coach units have been met, provided the applicant can also show evidence of the course pre-requisites.

The following RCC Information Kit is designed to guide applicants through the various steps involved in the RCC process.

What is RCC?

RCC is based on the awareness that people learn and become competent in many different ways throughout their lifetime – through work experience and life experience as well as through education and training. RCC takes into account a person's skills and experiences, no matter where these were learnt, to enable people to get credit in an area of study.

How can current competency through prior learning be recognised?

The Intro Coach and Club Coach Course contains a set of learning outcomes that must be achieved before a participant will be deemed competent at this level. In broad terms, the process of RCC involves matching what participants already know and can do with the learning outcomes of the Training Program. In this way, RCC enables participants to focus on developing skills and knowledge in new areas, rather than re-learning what they already know and can do.

Who can apply?

You can apply for RCC if you think your prior learning and experience means you can provide evidence to show that you are already competent in the learning outcomes of the Intro Coach and Club Coach.

Benefits of RCC

- Speeds up the process of becoming a qualified Club Coach
- Conforms to the requirements for equity in adult education programs
- Avoids the problem of participants having to unnecessarily repeat learning experiences
- Encourages the development of various assessment procedures
- Assesses the candidates' current competence in comparison to the stated standards of competence required
- The RCC process can clarify what relevant skills the participant does and does not possess – so that the learning program can be tailored accordingly

How do you show evidence of competencies gained via prior learning and experience?

There are many ways that you can show evidence of the competencies you hold. RCC can only be granted on current evidence; that is, work/learning that has been completed within the last four years. Following are a few examples of the ways evidence can be provided. You will need to include a variety of these in your application form.

Education and Training

- Formal, accredited and informal training
- Copies of certificates, qualifications achieved from other courses, school or tertiary results
- Statements outlining courses and or study that you have undertaken and the learning outcomes/ competencies achieved from these

Work Related Experience

- Positions held in swimming and other sport and recreation pursuits
- Resume of work experience which may include testimonials from people within the sport
- Copies of any statements, references or articles about your employment or community involvement in the sport
- Work samples relevant to the course and the sport, which you have developed and implemented

Life Experiences

- Involvement in the sport (be specific, particularly in regards to coaching adult swimmers)
- Training experiences
- Evidence of home/self directed study which may include a list of recent readings, synopsis of seminars attended, reports of own research/analysis undertaken

Please remember, the above are only examples. You should provide all the documentation that you can which clearly shows evidence of the competencies that you hold. The copies of these evidence documents should be numbered. This will allow you to simply place the number of the piece of evidence that demonstrates your competence against each specific learning outcome when completing the RCC application form.

Recognition of current competency procedure

If you consider that you have already acquired the learning outcomes within the MSA coaching program, or part thereof, you may formally apply to have these skills recognised. An RCC Assessor will be appointed by the MSA National Office and they will assess your application. The assessor will be Certificate IV in Workplace Training and Assessment qualified.

The RCC assessment can only be carried out through you providing evidence of the relevant competencies that you believe you hold. This is achieved through completing the RCC application form and forwarding this to MSA National Office, along with the required fee of \$55.

The following sequential process is the procedure to be followed by an applicant who wishes to obtain credit via RCC.

Step 1 - Request

1. Applicants who consider applying for RCC will contact MSA National Office, who will provide a brief explanation of the RCC process and provide advice to the applicant.
2. Applicants will be sent the:
 - RCC Application Cover Letter
 - RCC Information Kit
 - RCC Application Form
 - MSA Coach's Code of Behaviour Agreement Form

Step 2 – Complete the application form

1. Applicants will utilise the information contained within the RCC Information Kit and Application Form to conduct a self-assessment against the MSA Intro Coach and Club Coach Learning Outcomes.
2. Applicants will need to consider if and how they have achieved each learning outcome and if they can satisfy these by submitting valid (relevant), sufficient, authentic and current evidence.
3. Applicants will need to gather all relevant supporting documentation and complete the RCC Application Form with honest, clear, complete and concise information in the form of a portfolio of evidence.
4. The completed application form and the assessment fee will then be forwarded to MSA National Office, who will assess the application through a RCC assessor.

Step 3 – Assessment

On receipt of an application, MSA National Office will review the application to determine the completeness and relevance of the documentation. MSA National Office will then advise the applicant accordingly, and will:

- Confirm acceptance of the application
- Advise the date for assessment by the RCC assessor
- Advise the applicant of deficiencies that must be rectified or addressed before the application can proceed and how this should occur.

MSA National Office will send the application to the MSA RCC assessor for assessment. The assessor will compare the evidence provided by the applicant with the learning outcomes. A judgment will be made as to whether the applicant wholly or partially meets the requirements. The assessor will check that the evidence submitted conforms to the following RCC principles:

- **Validity** (is the evidence relevant?)
- **Sufficiency** (is there enough evidence?)
- **Authenticity** (is the evidence a true reflection of the candidate?)
- **Currency** (is the evidence recent/current – obtained within 4 years?)

In the event of partial completion of the learning outcomes, the assessor will outline which learning outcomes still need to be achieved, and preferably what evidence is still required.

Options include:

- Supply further supporting documentation
- Complete parts of the relevant MSA Club Coach Course

- Program work with a recognised mentor to obtain the required competencies before applying for RCC again (no fee is required for secondary assessments)

Assessment Process:

- The RCC assessor will complete and return the assessor's reports to the MSA National Office with recommendations for the applicant
- MSA National Office will submit a report and decision to the applicant
- The RCC assessor may need to meet or discuss issues with the applicant during the assessment process. The meeting could take the form of face-to-face, teleconference or e-mail correspondence
- MSA National Office will keep records of all RCC Applications for four years

Step 4 - Notification

MSA National Office will notify the applicant of the decision within 4 weeks of receiving the application. Successful applicants for RCC will receive the MSA Club Coach Accreditation and will be placed on the MSA Coaching database and the National Coaching Accreditation (NCAS) database.

Step 5 - Appeal

The applicant has the right to appeal the RCC assessment decision if they believe the decision is unfair, unjust or if the assessor has misinterpreted the evidence.

In the case of an appeal, MSA National Office will appoint a new assessor, not involved in the original assessment.

The new assessor will review all material available and make a decision with one or two possible outcomes:

- Grant RCC (full or partial)
- Deny RCC

Once again, the RCC Review assessor will notify the applicant of the decision within 4 weeks of receiving the appeal.

The decision of the RCC review assessor will be final. If you are unhappy with the decision of the RCC Review assessor, you may wish to contact the Australian Sports Commission's Coaching and Officiating Unit for a second opinion.