

# **Pony Club Australia National Coaching Accreditation Scheme**

## **INFORMATION ABOUT NSW PONY CLUB AND THE NCAS INSTRUCTORS SCHEME.**

### **1. Why NSW Pony Club changed to the NCAS System**

From the NSW membership survey conducted in 2006 and three Regional Forums during 2007, the majority of comments identified weaknesses in the Instruction given at a lot of NSW Pony Clubs particularly a lack of consistency across the State. The assessing of instructors was found to be most inconsistent.

The NCAS Pony Club system has been identified as able to provide flexible delivery, National recognition, standardised instruction, assessment and qualifications and is in line with coaching practices of over 70 other sports. Coaches will benefit through updating their knowledge regularly and it will bring all states/territories in line.

### **2. Age for accreditation.**

Candidates must be 18 years of age at the time of assessment; training can commence from 16 years of age.

### **3. Who conduct the assessment of the instructors and when.**

The State Coaching Director appoints the assessors.

Assessments will be conducted on a regular basis. Each zone can apply to conduct an Assessment weekend.

If your zone does not have the numbers to hold an assessment anyone from outside zones being current financial members of PCANSW are eligible once they have completed their log book to apply to attend any assessment in the zone that has a vacancy. This is to be done through the State Office. Log books are **not** to be sent to the PCANSW office.

### **4. The procedure of preparing and sitting the assessment.**

- Firstly you need to purchase a log book and syllabus book from the PCANSW office. Let your Zone Chief Instructor know you have bought the books and are interested in doing your NCAS Instructors certificate training.
- You then need to start working through the log book either by yourself or with other members of your club or zone at organised day or night sessions.
- You will need to work through the practical sections with a registered mentor. Mentors are listed in zone order on [www.pcansw.org.au](http://www.pcansw.org.au) if the person signing the log book is not on the list it is invalid.
- You must complete the log book and have all areas needing to be signed to be looked at and signed by a mentor.
- During the time of you completing your log book you should be in touch with your Zone Chief Instructor letting them know your progress. Then they will be able to book an assessment through State Office. Only the ZCI can book an assessment.
- On completion of your log book you then send it to your Zone Chief instructor or assessment co ordinator (a person assigned by the ZCI) who will collect and check the log books and take them to the assessment. Please make sure you name and club is on the front of the log book.
- Your name and email address should appear on the list with the application for an assessment.
- You will receive information i.e. Tasks, timetable, Candidates notes from PCANSW via your assessment coordinator.
- You will be advised which day you need to attend to do your assessment. At the assessment you are required to teach three tasks. One flat work, one jumping related task and one games task. Plus do a thorough gear check.

**5. If you do not pass the assessment.**

Candidates have two years from commencing training to complete assessment, this allows for candidates to re-sit a section or task for which they do not display competency initially. A period of two weeks must pass before resitting.

**6. After the assessment.**

Upon passing your assessment the candidate completes and submits a copy of pages 93 of the logbook to the Assessor or, Assessment coordinator to send into the State Office. This is then processed and you will receive a certificate and letter of congratulations. PCANSW will register you with the Australian Sports Commission.

**7. NCAS accreditation renewal.**

Every four years, you must update your NCAS accreditation. Download the update form from the PCANSW website. You must also attend a State Instructors school within the four year period. This can be in your zone or another zone but it must be presented by a State Coach.

**8. Costs involved.**

It is expected that the Workbook and Logbook will be in the vicinity of \$33. The training at rally days, evening sessions and mentor session should be free of charge and PCANSW and the Zone take on the costs of the Assessment. Pony Club NSW pays for your registration with the Australian Sports Commission.

**9. If you have an old system NSWPCA Instructors certificate.**

Current NSW Instructors Certificate (Level 1 & 2) (old system) will be valid indefinitely provided that the renewal requirements are met. Now that the NCAS system is in place no further "old System" certificates will be issued, including upgrading, under the NSW Instructors Program. You are required to attend a State Instructors school every three years.

Anyone now wishing to hold an instructors certificate needs to complete the NCAS Preliminary Certificate.

