



EQUESTRIAN  
AUSTRALIA  
NCAS COACH

# Coach Educator (CE) & Skill Specific Trainer and Assessor (SSTA) 2017 Courses



Tasmania	Foreshore Tavern	27 <sup>th</sup> – 28 <sup>th</sup> April 2017	Mentor – 26 <sup>th</sup> April
South Australia	Equestrian SA Mount Barker	16 <sup>th</sup> – 17 <sup>th</sup> May 2017	Mentor – 15 <sup>th</sup> May
New South Wales	SIEC	30 <sup>th</sup> – 31 <sup>st</sup> May 2017	Mentor – 29 <sup>th</sup> May
Western Australia	State Equestrian Centre	19 <sup>th</sup> – 20 <sup>th</sup> June 2017	Mentor – 21 <sup>st</sup> June
Victoria	WPNEC	14 <sup>th</sup> – 15 <sup>th</sup> June 2017	Mentor – 13 <sup>th</sup> June
Queensland	Bellara Park	12 <sup>th</sup> – 13 <sup>th</sup> July 2017	Mentor – 11 <sup>th</sup> July

*“The course is designed to qualify and update Coach Educators and Skill Specific Trainers and Assessors in the training and delivery of NCAS programs”*

**Registrations close 2 weeks prior to each course however late applicants may be considered.**

**Please note that all dates are subject to cancellation if the minimum number of participants required to run the course is not met.**

**To avoid disappointment please submit your application as soon as possible.**

## Coach Educator and SSTA Qualifications

Coaching and riding are separate skills that both take time to master. Being an experienced rider doesn't ensure or guarantee that one will be an effective coach. Similarly coaching and assessing are separate skills.

Being an experienced Coach doesn't necessarily mean the Coach will be able to apply the assessment principles to assess Course Candidates according to EA NCAS competency standards.

All three roles – Riding, Coaching and Assessing - have specific skills that need to be taught, learnt, practised and applied in order to achieve competency, and all require regular updating and professional development to maintain this competency.

Coach Educators and SSTAs need to understand and apply assessment principles and processes fairly in accordance with EA NCAS competency standards at all times. The ability to remain open-minded, fair and objective and to have good communication skills (listening, questioning and feedback) is essential. SSTAs and CEs need to be committed to preserving and improving the standards of coaching delivery, coaching, riding and horse management training and assessment.

## EA Coach Educator and SSTA Course

The EA National Office with the valuable assistance of the State Branches, run several 2 Day CE/SSTA Course (update) and 3 day promotion courses throughout the year.

This course has been updated to provide both the opportunity for renewal for current CEs and SSTAs, and to accredit new CEs and SSTAs. In order to satisfy the new CE/SSTA accreditation, all 3 days must be attended. For those who wish to update their CE/SSTA status only the 2nd and 3rd days must be attended.

This course is intended to provide all participants with the following which are essential to undertaking the CE/SSTA role:

- 1) A greater understanding of EA Education (Riding and Horse Management) and Accreditation (Coaching) programs and courses
  - 2) A detailed understanding of EA NCAS Policies and Procedure
  - 3) EA Assessment Principles, Procedures and Guidelines
  - 4) An improved understanding of course content, including the syllabi and learning guide, relating to Riding, Horse Management and Coaching (according to accreditation level)\*
  - 5) The skills and knowledge required to assess and sign course verification (activity) slips in regards to: Riding, Horse Management and Coaching (according to accreditation level)\*
- \*Points 4 and 5 are dependent in part on the availability of demo riders and coaches**

The course will focus on ensuring the EA Assessment standards are implemented and maintained. A combination of practical and theoretical activities will be involved. Participants will be given every opportunity to demonstrate their understanding, competency and compliance with the EA NCAS Policies and Procedures and EA Assessment principles, procedures and guidelines.

### The Program

All candidates must attend their course requirements in full. New CEs and SSTAs attend all 3 days, and renewing CEs and SSTAs attend days 2 and 3.

The course will be intensive and all participants are required to attend a combination of theoretical and small group practical sessions. The provisional timetable is as follows- please note this timetable is subject to changes:

- Day 1 – Australian Sports Commission Mentor and Assessor Training
- Day 2 – Theory and Professional Development Component
- Day 3 – Practical Assessment of Riding and Horse Management (CE and SSTA)  
Practical Coach Observation (CE only)

## Registration Fees

(Including lunch/refreshments/learning materials):

### Updating

Updating CE and SSTA \$315 inclusive of GST – 2 day course

### New

New CE \$650 inclusive of GST – 3 day course includes EA registration

New SSTA \$650 inclusive of GST – 3 day course includes EA registration

## Course Dates

Location	Venue	Date of Event	Mentoring Date
Tasmania	Foreshore Tavern	27 <sup>th</sup> – 28 <sup>th</sup> April 2017	Mentor – 26 <sup>th</sup> April
South Australia	Equestrian SA Mount Barker	16 <sup>th</sup> – 17 <sup>th</sup> May 2017	Mentor – 15 <sup>th</sup> May
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## Enquiries

Alison Gestier

EA National Office

Ph: 02 8762 7777

Email: [alison.gestier@equestrian.org.au](mailto:alison.gestier@equestrian.org.au)

## Responsibilities of CE/SSTA's

Coach Educator and Skill Specific Trainers & Assessor roles underpin all EA Education (Horse Management and Riding) and Accreditation (Coaching) courses. CE/SSTAs participate in educating, providing feedback and assessing candidates in accordance with the EA NCAS competency based assessment principles.

It is the responsibility of EA National and/or Branch NCAS Committees (or similar) to endorse the applicant's suitability to attend the CE/SSTA Course through their involvement within the EA NCAS.

Simply attending this Course will not entitle CE/SSTA participants to be qualified as a CE or SSTA.

CE/SSTA participants will be required to "demonstrate active involvement within all aspects of the Course and be assessed as competent in assessing candidates according to the EA NCAS criteria and standards".

CE/SSTA participants will be asked to complete written and/or verbal assessments throughout the Course and post course assessment and mentoring requirements.

It is necessary that all CE/SSTA participants be 'active participants' and 'engage' in Course discussion/activities as much as possible.

All CE/SSTA participants are required to be present for the duration of the course. CE/SSTA participants who do not attend all sessions of the course and/or do not fully participate/interact may be required to complete post-course training and assessments (at their own cost) to confirm their knowledge of the appropriate EA course content and procedures.

## Criteria for CE/SSTA Qualification

**Note:** The EA National NCAS Committee reserve the right to endorse attendance at a CE/SSTA training courses to coaches who have not completed the criteria under exceptional circumstances or for strategic purposes.

To be a Coach Educator or Skill Specific Trainer and Assessor, an EA NCAS Coach needs to have a thorough and current knowledge of the EA NCAS standards and operations.

- Uphold the aims of the EA NCAS
- Demonstrate a thorough knowledge of the standards and requirements of the scheme
- Adhere to the EA NCAS Policies and Procedures
- Follow the guidelines stipulated in the EA Certificate / Accreditation workbooks for candidates
- Adhere to the EA Assessment principles, procedures and guidelines

**SSTAs** are endorsed and qualified by Equestrian Australia to assess Introductory Horse Management and Introductory Riding Certificates only.

**CEs** are endorsed and qualified by Equestrian Australia to assess (according to their accreditation level) Introductory, Level 1 and Level 2 Riding, Horse Management and Coaching course workbooks.

### **To become an EA NCAS SSTA the Coach must meet the following criteria:**

- Must be a Level 1 or above coach who has been registered for at least 5 years within the previous 7 years.
- Be endorsed as suitable by their EA NCAS Branch Committee and/or the National NCAS Committee;
- Register and attend a 3 day EA endorsed SSTA Training course; and
- Successfully complete the SSTA course, workbook and any/all subsequent requirements
- At this course participants must be found competent to:
  - Assess candidates in the Introductory Horse Management and Introductory Riding course according to the EA NCAS competency standards
  - Demonstrate competency in assessing according to the EA NCAS assessment policies, procedures and guidelines

**To become an EA NCAS CE the Coach must meet the following criteria:**

- Be a currently registered coach
- Held registration for no less than 5 of the previous 7 years.
- Have been a registered SSTA for at least the last two (2) years
- Be endorsed as suitable by their EA NCAS Branch Committee and/or the National NCAS Committee
- Register and attend a 3 day EA endorsed CE Training course, and
- Successfully complete the CE course, workbook and any/all subsequent requirements
- At this course participants must be found competent to:
  - Assess candidates in the Introductory, Level 1 and Level 2 Horse Management, Riding and Coaching courses according to the EA NCAS competency standards
  - Demonstrate competency in assessing according to the EA NCAS assessment policies, procedures and guidelines

**Procedure to Maintain CE/SSTA Qualification**

CE/SSTA participants will be **required** to *"demonstrate active involvement within all aspects of the Course and be assessed as competent in assessing candidates according to the EA NCAS criteria and standards"*.

- CE/SSTA participants will be required to complete written and/or verbal assessments throughout the Course and pass course assessment and mentoring requirements.
- It is a **requirement** that all CE/SSTA participants be 'active participants' and 'engage' in Course discussion/activities as much as possible.
- All participants are **required** to be present for the duration of the course. CE/SSTA participants who do not attend all sessions of the course and/or do not fully participate/interact may be required to complete post-course training and assessments (at their own cost) to confirm their knowledge of the appropriate EA course content and procedures.

Simply attending this Course will not entitle CE/SSTA participants to maintain qualification as a CE or SSTA.

**To maintain their Coach Educator and Skill Specific Trainer and Assessor accreditation must:**

- Be currently registered as an EA NCAS Practicing Coach
- Attend a National CE/SSTA Update Clinic every two years
- Demonstrate they have been active as a CE/SSTA for the previous 2 years

## EA Coach Educator / Skill Specific Trainer and Assessor Registration Form



Please complete this form and send with payment to EA National Office:  
**PO BOX 673, SYDNEY MARKETS NSW 2129**  
**Fax:** 02 9763 3466    **Email:** [alison.gestier@equestrian.org.au](mailto:alison.gestier@equestrian.org.au)

**Your  
Details:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Tel (AH): \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

EA Membership Number: \_\_\_\_\_

**Payment  
Details:**  
(please tick)

Update Clinic (2 days)	<input type="checkbox"/> CE <input type="checkbox"/> SSTA	<b>\$315.00</b> EA Budget Code:30- 41015
Accredited as New	<input type="checkbox"/> CE (3 days) <input type="checkbox"/> SSTA (3 days)	<b>\$650.00</b> EA Budget Code: 30-41015

**Upon payment this form will become a TAX INVOICE for GST Purposes.  
ABN: 19 077 455 755**

**Location:**

<input type="checkbox"/> Tasmania	<b>27<sup>th</sup> – 28<sup>th</sup> April 2017</b>	<b>Mentor – 26<sup>th</sup> April</b>
<input type="checkbox"/> South Australia	<b>16<sup>th</sup> – 17<sup>th</sup> May 2017</b>	<b>Mentor – 15<sup>th</sup> May</b>
<input type="checkbox"/> New South Wales	<b>30<sup>th</sup> – 31<sup>st</sup> May 2017</b>	<b>Mentor – 29<sup>th</sup> May</b>
<input type="checkbox"/> Western Australia	<b>19<sup>th</sup> – 20<sup>th</sup> June 2017</b>	<b>Mentor – 21<sup>st</sup> June</b>
<input type="checkbox"/> Victoria	<b>14<sup>th</sup> – 15<sup>th</sup> June 2017</b>	<b>Mentor – 13<sup>th</sup> June</b>
<input type="checkbox"/> Queensland	<b>12<sup>th</sup> – 13<sup>th</sup> July 2017</b>	<b>Mentor – 11<sup>th</sup> July</b>

**Payment  
details:**

Cheque       Money Order       Visa       MasterCard

Credit Card Number: \_\_\_\_\_

Expiry: \_\_\_\_ / \_\_\_\_      CCV: \_\_\_\_

Card Holder's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Important  
Notes:**

Course fees include training resources, morning tea, lunch and afternoon tea.  
 Course fees are not refundable within 1 week of the course. Any cancellation request prior to this must be addressed in writing to the EA National Office ATTN: Pathways Manager - Coaches

**Registration closes 2 weeks prior to each course.  
 Fees will not be debited or cheques cashed until acceptances have been finalised.**