



## **ISA Instructor information.**

### **RECOGNITION OF PRIOR LEARNING (RPL)**

If a person considers that they have already acquired the competencies of the specific ISA training program, they may apply to have these skills recognized.

The RPL Assessment is carried out when the applicant provides evidence of the relevant competencies, completes the RPL Application form and forwards this with any fees required by the organization for processing.

### **HOW CAN RPL BE RECOGNIZED?**

There are many ways that you can show evidence of the competencies you hold. However, RPL can only be granted on current evidence, that is, work that has been completed within the last four years. Some examples of evidence that can be provided to demonstrate your competencies include:

- Copies of certificates or qualifications achieved from other courses or schools
- Statements outlining courses and/or study that you have undertaken and the learning outcomes/competencies achieved from these
- Resume/ CV of experience
- Reports from people within your sport
- Relevant work samples e.g. training programs, videos of your coaching
- Evidence of home/self-directed study which may include a list of recent readings, synopsis of seminars attended, reports of own research/analysis undertaken

### **RPL PROTOCOL**

The following procedure must be followed when a person wishes to obtain RPL.

#### **Step 1 – Complete RPL Application and send to ISA Presenter**

Applicants must gather all relevant supporting documentation and complete the RPL Application. Forward this with supporting documentation to the ISA Official Course Presenter.

#### **RPL Application Checklist**

- Completed Section 1 of RPL Application
- Provided comprehensive evidence for all competencies in Section 2
- Satisfied all the requirements in Section 3
- Read and signed the ISA Coaching & Instructing Code of Ethics
- Submitted relevant payment

#### **Step 2 – ISA Presenter Assessment**

The application will be reviewed by an RPL assessment panel. The panel will compare the evidence provided by the applicant with the competencies required for the training program. A judgement will be made about whether the applicant wholly or partially meets the requirements. The panel should check that the evidence submitted conforms to the following RPL 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? ie. Obtained within four years?

The RPL assessment panel will complete and return the assessors' reports with recommendations for the applicant.

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

Options include:

- Supply further supporting documentation
- Complete certain assessment activities
- Complete parts of a training program
- Work with a mentor to obtain the required competencies

### Step 3 – Notification

The applicant will be notified of the decision within two months of receiving the application.

### Step 4 – Appeal

The applicant has the right to appeal the RPL assessment panel's decision, if they believe the decision is unfair, unjust or if the panel has misinterpreted the evidence. In the case of an appeal, a new assessment panel will be established. The new assessment panel will review all material available and make a decision. The RPL review assessment panel will notify the applicant of the decision within two months of receiving the appeal. The decision of the RPL review assessment panel will be final.

### Step 5 – Payment

Successful applicants for RPL must pay the Course Fee as determined by the ISA & Presenter.

### Step 6 – Reporting to the ISA

For all successful and paid applicants, the ISA Presenter will:

- Send a completed "Blank Coach Registration Form" spreadsheet to the ISA with the names and information of the applicants. Under "Course Date" the date is the date sent to the ISA. Under "Course Location" the location is the city in which the Presenter most typically conducts Courses.
- The ISA will send the Presenter an Invoice for the names received. The ISA fees are outlined below.
- The Presenter will pay for the invoice either via wire transfer or using Google Checkout on the ISA website.
- Upon receipt of payment, the ISA will send the Certificate and Wallet Card to the Presenter or Instructor (whichever is more appropriate) and add their information in the appropriate place on the ISA website.

# RPL Application Form

## SECTION 1 – Personal details

Name:

Organisation:

Position:

Address:

Phone:

Mobile:

Email:

## SECTION 2 – Evidence (COMPULSORY)

<b>Competency</b> List the competency or learning outcome for which recognition is being sought	<b>Summary of evidence provided</b> Please supply evidence relating to each competency in the form of education and training, work related experiences and life experiences. Please attach copies of documents and /or references to the application form.
1. Plan and prepare a training session appropriate to the needs of the entry level surfers of all abilities.	
2. Organise human and physical resources appropriate to the needs of entry level coaching program.	
3. Organise and conduct coaching sessions appropriate to the needs of the entry level athletes of all abilities.	
4. Facilitate learning of the fundamental skills and ethics of the sport.	
5. Communicate effectively with entry level surfers and others involved in the program such as teachers, parents, and disability carers.	
6. Observe and assess entry level surfers performance.	
7. Provide appropriate feedback on performance.	
8. Adjust activities to suit the needs of individuals of all abilities.	
9. Ensure safety of self and others and manage emergency situations.	
10. Evaluate achievement of the objectives of the coaching session.	
11. Evaluate the effectiveness of their coaching behaviours.	

**Note: Continue to insert extra spaces for additional competencies/learning outcomes and assessment criteria**

I declare that the evidence I have provided is a true and accurate record of my work and life experiences:

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Signature of applicant

Date

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**Payment**

Applicants must pay an RPL administration fee.

Amount payable: £175.....

# Recognition of Prior Learning / Current Competence (RPL) *Application Form*

## Information for Applicants

### Introduction

You can apply for Recognition of Prior Learning or Current Competence (RPL) if you think your prior learning and experience mean you already have the competencies of the Level 1 Coaching course.

### How can prior learning be recognised?

There are many ways that you can show evidence of the competencies you hold. RPL can only be granted on current evidence, that is, work that has been completed within the last four years. Some examples of evidence that can be provided to demonstrate your competencies include:

- 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.
- Resume of experience.
- Reports from people within your sport.
- Relevant work samples eg. training programs, videos of your coaching.
- Evidence of home/self directed study which may include a list of recent readings, synopsis of seminars attended, reports of own research/analysis undertaken.

## **RPL procedure**

If you consider that you have already acquired the learning outcomes of a Level 1 Coaching course, you may formally apply to have these skills recognised.

### **Step 1 – complete application and send to the ISA Official Presenter [ISAOP] in your country.**

Applicants will need to gather all relevant supporting documentation and complete the RPL application form. Forward this with supporting documentation, and the relevant fee (\$130), to the ISA OP.

### **Step 2 – assessment**

The application will be reviewed by an RPL assessor. The assessor will compare the evidence provided by the applicant with the competencies required for the training program. A judgement will be made about whether the applicant wholly or partially meets the requirements.

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

### **Step 3 – notification**

The applicant will be notified of the decision within two months of receiving the application. In the event of partial completion of the course competencies, the assessor will outline which competencies still need to be achieved, and preferably how.

Options can include:

- Complete further training
- Work with a senior coach
- Provide more information
- Complete prescribed home study options

Successful applicants for RPL will receive ISA Level 1 Surf Coach accreditation, and will be placed on the ISA International Instructor database.

#### **Step 4 – appeal**

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

*In the case of an appeal, an alternative assessor will review the application and make a decision. The alternative assessor will notify the applicant of the decision within two months of receiving the appeal.*

# Application

## SECTION 1 – PERSONAL DETAILS

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

Organisation: \_\_\_\_\_ Position: \_\_\_\_\_

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

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

## SECTION 2 – EVIDENCE

Please supply comprehensive evidence relating to each competency in the form of education and training, work related experiences and life experiences. Evidence can relate to more than one competency statement, however all competency statements must be addressed. Please attach copies of documents and/or references to the application form. Please do not just answer the questions; you need to supply evidence that proves that you are adequately competent in each of the areas. Do not describe what should be done, but provide evidence of what you have done relating to the specific competency. Also note, the examples provided are just a guide, there are numerous ways to demonstrate your level of competency.

### LEVEL 1 COMPETENCIES

- 1. Plan and prepare a training session appropriate to the needs of the entry level surfers of all abilities.**

**Examples:** A selection of comprehensive session records where it is evident that you have planned and prepared for the training session. Session records could include: objectives, lesson aims, ability level, age, duration, date, number in class, venue, conditions, safety plan, equipment needed, logistics, administration, program presentation, coaching methodology, evaluation etc. References from supervising coaches (ISA accredited) outlining your experience.

- 2. Organise human and physical resources appropriate to the needs of an entry level coaching program.**

**Examples:** Session records where it is evident that you have organised human and physical resources appropriate to the needs of an entry level coaching program. Resources could include: head coach, coach, surfers,



assistants, surfboards, sunscreen, water, first aid kit, towels, wetsuits, rash shirts, hats, emergency plan, mobile phone, whistle, rescue board etc. A detailed reference from a supervising coach (ISA accredited) outlining your experience.

**3. Organise and conduct coaching sessions appropriate to the needs of the entry level surfers of all abilities.**

**Examples:** Session records where it is evident that you have organised and successfully conducted coaching sessions to athletes of various abilities, including details on implementation and assessment for entry level surfers. Evidence could include a video or a detailed reference from a supervising coach (ISA accredited).

**4. Facilitate learning of the fundamental skills and ethics of the sport.**

**Examples:** Provide evidence of situations where you have corrected technique or attitude including surf etiquette (right of way, dropping in, snaking etc.). You could include evidence such as a detailed reference from a supervising coach (ISA accredited). You could also include a personal reference detailing your surfing experience. Ensure that you include the signed 'coach's code of ethics' form at the end of this document.

**5. Communicate effectively with entry level surfers and others involved in the program such as teachers, parents, and disability carers.**

**Examples:** Examples of communication strategies that you have implemented, examples of liaison with surfers and others involved. References from supervising coaches (ISA accredited).

**6. Observe and assess entry level surfers performance.**

**Example:** Illustrate strategies that you have utilised to observe and assess the entry level surfers performance. Copies of entry level surfing assessments.

**7. Provide appropriate feedback on performance.**

**Examples:** Evidence could include a video of coaching performance providing feedback, an assessment sheet/checklist with comments and appraisals.

**8. Adjust activities to suit the needs of individuals of all abilities.**

**Examples:** Illustrate how you have assessed the various needs of the various individuals and adjusted the activities accordingly. Completed coaching courses, session records, and practical experience could be provided as evidence.

**9. Ensure safety of self and others and manage emergency situations.**

**Examples:** Provide evidence of your skills, qualifications and experience. Evidence could include certificates in; first aid, surf rescue, spinal management etc. Additional evidence could include safety policies and plans that you have developed or implemented.

**10. Evaluate achievement of the objectives of the coaching session.**

**Examples:** Evidence could include coaching diaries, self reflection sheets, a series of session plans, appraisals and evaluations.

**11. Evaluate the effectiveness of coaching behaviours.**

**Examples:** Evidence could include coaching diaries, self reflection sheets, a series of session plans, appraisals and evaluations.

**12. Identify and implement the appropriate modifications to coaching behaviour.**

***Example:*** Evidence could include coaching diaries, self reflection sheets, a series of session plans, appraisals and evaluations.



## CHECKLIST

<b>Level 1 Competencies</b>	<b>Type of Evidence Supplied</b>
1. Plan and prepare a training session appropriate to the needs of the entry level surfers of all abilities.	
2. Organise human and physical resources appropriate to the needs of entry level coaching program.	
3. Organise and conduct coaching sessions appropriate to the needs of the entry level athletes of all abilities.	
4. Facilitate learning of the fundamental skills and ethics of the sport.	
5. Communicate effectively with entry level surfers and others involved in the program such as teachers, parents, and disability carers.	
6. Observe and assess entry level surfers performance.	
7. Provide appropriate feedback on performance.	
8. Adjust activities to suit the needs of individuals of all abilities.	
9. Ensure safety of self and others and manage emergency situations.	
10. Evaluate achievement of the objectives of the coaching session.	
11. Evaluate the effectiveness of their coaching behaviours.	
12. Identify and implement the appropriate modifications to their coaching behaviour.	

## SECTION 3 – OTHER REQUIREMENTS

1. Surf Lifesaving Association GB Surf Lifeguard award or Surf coach safety and rescue award (SLSGB) or SLSGB or Royal Life Saving Society (RLSS) National Vocational Beach Lifeguard Qualification ( NVBLQ) or international/national equivalent.
2. Signed attached Coaches Code of Ethics Form.

**Please note some countries may have additional requirements, please contact your ISA Official Course presenter.**

**I declare that the evidence I have provided is a true and accurate record of my work and life experiences:**

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Signature of applicant

Date

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### ***Payment***

Applicants must pay an RPL administration fee to the ISA Presenter

*If your application is unsuccessful you will be given a REFUND OF THE REGISTRATION FEE. Minus an admin fee of £30.*

### **FINALISING YOUR APPLICATION**

#### **Final checklist:**

- **Completed Section 1 – Personal Details.**

**Provided comprehensive evidence for each of the competencies in**

**Section 2.**

- **Satisfied all the requirements in Section 3.**

- **Read and signed the Coach's Code of Behaviour form.**

- **Included payment.**

**Send everything to:**

**Barrie Hall ( ISA Course Presenter)  
14 Carmyhton Court  
Newquay  
Cornwall  
TR7 3 AR  
UK**

Or email – [info@surfcoachacademy.com](mailto:info@surfcoachacademy.com)

**Application Fee £175**

~~I have enclosed a cheque / made payable to Barrie Hall .

~~I have made a bank transfer payment to Account details below.  
**If paying by direct Bank transfer please pay into the following account details-**

**Barclays Bank  
Account Name – Barrie Hall  
Account No. – 23144453  
Sort Code- 20-87-94**

**Overseas Customers may also need these further details**

**IBAN- GB20 BARC 2087 9423 1444 53  
SWIFT BIC- BARCGB22  
Branch address -  
55 A Bank Street  
Newquay  
Cornwall  
TR7 1JE  
UK**