



Skills Recognition Policy

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1. OVERVIEW OF SKILLS RECOGNITION (FORMERLY RCC)

Equestrian Australia, in line with the Australian Sports Commission (ASC) and Vocational Training policy, incorporates the principles of 'Skills Recognition' into all training and accreditation programs for full or partial recognition.

This was formerly referred to as Recognition of Current Competency (RCC). There are no honorary accreditations, all candidates must provide evidence they meet all requirements of the accreditation they are seeking.

Skills Recognition is an acknowledgment that people gain knowledge and skills in many different ways. This may be via formal training and/or work and life experiences.

This training and experience can be taken into account thereby avoiding candidates having to repeat unnecessary learning experiences, regardless of where these competencies were obtained.

If a person considers they have already acquired the competencies of any specific Equestrian Australia training program, they may apply to have these skills recognised.

1.1 Benefits of Skills Recognition

- Assesses candidates' current competence in comparison to the stated standards of competence required
- Provides gap analysis clarifying what relevant skills the participant does and does not possess – so that the learning program can be tailored accordingly
- May speed up the process of completing an EA training program
- Avoids candidates having to unnecessarily repeat learning experiences
- Encourages the utilisation of various assessment procedures

1.2 How can prior learning and competency be recognised?

There are many ways that you can show evidence of the competencies you hold. Skills Recognition can only be granted based on satisfying the four rules of evidence to demonstrate competencies of the training program are met. These four rules and some examples of evidence that can be provided to demonstrate your competencies are included in Application for Skills Recognition Assessment.

The Skills Recognition process will be quality controlled and managed by Equestrian Australia. The assessment of Skills Recognition applications may vary according to the procedure used. Some methods are straight forward and can be verified solely by National Office administrative staff, while others are more complex and require additional external expertise in the assessment process.

A standard assessment method is identified for each type of Skills Recognition applied for, but there are provisions for this to be modified on a case by case basis. Applications will be assessed by those experienced in the areas of:

- Education, Training and Assessment
- Coach/Official Education
- Equestrian Australia and FEI coach and official pathways

Including but not limited to assistance from:

- National NCAS and Discipline Committees
- Currently registered EA Coach/Official Educators
- Coaches/Officials accredited at a higher level than the RPL/RCC applicant
- External organisations/individuals

It is the applicants' responsibility to clearly show how their evidence meets the requirements of an EA training program, and must 'map' their current competencies to the course competencies found on the EA website. If this is not clear in the application then it will be returned to the applicant for resubmission. The applicant can get further advice upon request from Coach Educators, State Coaching or Officiating Coordinators and the Equestrian Australia staff.

2. POLICY

Equestrian Australia will recognise current competencies gained through formal qualifications, work and life experience for any of its training programs where the applicant can provide **current, sufficient, valid** and **authentic** evidence to prove they have met some or all of the competency requirements of the chosen training program.

Applicants must understand that by utilising Skills Recognition they are still required to meet all the competency requirements of the training program. Skills Recognition simply allows a flexible method of demonstrating that competencies and requirements have been met. This is not a process of shortcutting any requirements or compromising on the standards required to attain an award/accreditation.

When utilising Skills Recognition to attain all or part of a qualification, EA can recognise previous learning and experience. The applicant can use such learning and experience to substitute for all or part of the training program requirements.

Based on the self-assessment process prior to application, potential applicants should consider whether engaging in the training program and progressing at an accelerated rate based on their current skills and knowledge is better than applying for Skills Recognition, in which the outcome may still require them to undertake further training and assessment.

Who can apply?

Anyone can apply for Skills Recognition if they believe their prior learning and experiences will enable them to provide suitable evidence to show that they are already competent and have previously attained some or all of the required course competencies.

Persons most suitable for Skills Recognition include but are not limited to;

- 1) Internationally accredited coaches and officials
- 2) Experienced but non-accredited coaches, officials and riders
- 3) Elite competitors
- 4) Individuals with formal qualifications from other equestrian organisations, or relevant training providers
- 5) Competition riders with several consistent official results

Pathways for Skills Recognition for Equestrian Australia Training Programs

Tier 1. Credit Transfer <ul style="list-style-type: none">• International Group of Equestrian Qualifications (IGEQ) International Coaches Passport/International Equivalency• Other Formal Qualifications/Training Equivalency
Tier 2. Recognition of Current Competence <ul style="list-style-type: none">• Elite and Experienced Riders• Accelerated Assessment - Coach Educator (CE), Skill Specific Trainer and Assessor (SSTA), Judge Educator (JE) Sign Off (formerly 'Fast Track')
Tier 3. Recognition of Prior Learning <ul style="list-style-type: none">• Limited Riding Policy• Informal Skills Recognition

Timelines:

All applications will be processed as quickly as possible under the framework outlined below. The National Office will correspond with the applicant to advise of the following based on these timelines:

- Applications must be submitted to the EA National Office a minimum of four weeks prior to the National NCAS committee meeting/teleconference for consideration at the meeting/teleconference (dates available on the EA Education Calendar). If they are submitted within four weeks of the meeting/teleconference they may not be able to be considered until the following meeting/teleconference.
- Deadlines prescribed in these procedures will be followed. The timeframes may be adjusted if the applicant is required to submit further information, or there are exceptional circumstances. If the deadlines are to be exceeded by EA staff, the applicant will be informed of the length of, and the reason for, the delay.
- Equestrian Australia will keep records of all Skills Recognition Applications for seven years.

Appeals:

In the event that the applicant is dissatisfied with the result, he/she may appeal in writing to the EA Education Manager within two weeks of being notified of the decision. Appeals must be based on the process of assessment and evidence provided, not just the decision itself. Further information on the appeal process and an Application for Assessment Appeal Form is available from the National Office. An additional fee will apply for this service (see Costs).

You will be notified of the result of your appeal within approximately twenty working days (four weeks) of your appeal being lodged.

3. METHODS OF ASSESSMENT

Tier 1. Credit Transfer Methods

- (a) International Group of Equestrian Qualifications (IGEQ) Equivalency of International Qualifications
- (b) Other Formal Training Equivalency

Tier 2. Recognition of Current Competence Methods

- (a) Elite Riders
- (b) Facilitated Recognition of Competence (assessed by Coach Educators and SSTA's)

Tier 3. Recognition of Prior Learning Methods

- (a) Prior Riding Skills
- (b) Informal Skills Recognition

3.1 International Group of Equestrian Qualifications (IGEQ) Passport (Coaches Only)

Equestrian Australia is a member of the International Group of Equestrian Qualifications (IGEQ). As such, we are part of an organised body that promotes equivalency of training programs **between countries**.

Coaches with a qualification represented on the IGEQ matrix at an agreed level can apply for recognition of the equivalent accreditation level in any of the participating countries, subject to the national requirements. The matrix can be found at <http://www.igeq.org/riding-instructor-qualifications-matrix-guidelines.html>

a) Equestrian Australia Coaches

- EA coaches are eligible to apply for an International Coach's passport, enabling them to have their qualifications immediately recognised in a foreign country affiliated with the IGEQ, therefore easing the difficulties of teaching in other parts of the world. Passports can only be issued to members of the National Federation. Australian coaches can only obtain a passport from Equestrian Australia.
- Passports must be purchased from and validated by the EA national office and are valid for 10 years (for continuously practicing coaches). The coach must meet the EA accreditation requirements and submit their passport to be validated on an annual basis.
- Upon expiration after 10 years or through lapsing as an accredited coach, members will need to renew and re-validate their passport with an associated fee for the next 10 years.

b) Foreign Coaches from IGEQ member countries

- EA also welcomes overseas coaches from countries that are a member of the IGEQ. Foreign coaches holding an International Passport can apply for the equivalent EA accreditation which will be granted according to the matrix provided by the IGEQ.
- Foreign coaches will be required to undertake a familiarisation session and meet all registration requirements to ensure they are familiar with Australian conditions, EA policy and procedures prior to being granted their equivalent accreditation

c) Foreign Coaches from non IGEQ members countries

- A coach from a country not part of the IGEQ or with qualifications not listed on the IGEQ Matrix are still very welcome to apply for recognition to become an EA coach, but will need to apply for Skills Recognition under section 3.4 - Personal Skills Recognition – of this policy.

3.2 Other Formal Training Equivalency

Formal qualifications or training undertaken as part of school, TAFE, university, short course or professional organisation can be utilised for whole or part Skills Recognition. EA will consider recognition of international and domestic education under the following criteria.

- A complete accreditation is not required if applicants can provide evidence of passing structured units or modules within a course.
- Courses do not necessarily have to be in the equestrian industry if the competencies can be mapped to the competencies in an EA training program found on the EA website under "Education, Coach & Officials".
- A certificate of the award may not be considered sufficient evidence as the application must demonstrate knowledge of the topic and the ability to apply this knowledge to a relevant practical situation. A transcript or statement of attainment, units or content and evidence of passing must be included.

3.3 Elite Athlete

Elite athletes are defined as those who have been selected to represent Australia at an Olympic Games or World Equestrian Games as an individual or part of a team (regardless of whether they actually compete or not). Elite athletes will be granted a degree of recognition based on their personal achievements directly related to some requirements of the education pathways.

- *Personal Skills* (riding, driving, vaulting) – athletes are given automatic certification up to Level 2 (the highest level) in the discipline they have represented in.
- *Horse Management* – athletes are given automatic certification of their horse management skills up to Level 2 (the highest level) in this generic training program.
- *Coaching* - No automatic credit is given for the coaching accreditation as Elite athletes may not automatically possess the required skills to coach. Candidates

eligible for this pathway must be satisfactorily assessed for all the coaching requirements and competencies, including meeting the competencies of the Introductory and Level 1 courses which underpin the competencies at Level 2.

- *Officiating* - The athlete may enter the officiating pathway up to a level of officiating as defined by the sport rules in the discipline they have represented in. However, they must be satisfactorily assessed for all the officiating prerequisites, requirements and competencies detailed in the relevant syllabus. This includes meeting the competencies of the lower levels.

The information for what is contained in each course can be found in the “Education, Coach and Officials” section of the EA website <http://www.equestrian.org.au/>

3.4 Facilitated recognition of competence

(Coach Educator (CE) and Skill Specific Trainer and Assessor (SSTA) to assess)

Coaching, officiating, riding or horse management candidates (who do not fall into any of the above categories to apply officially for full or partial Skills Recognition), may still be recognised in some areas by their Coach Educator (CE), Judge Educator (JE) or Skill Specific Trainer and Assessor (SSTA).

Candidates holding other formal accreditations, performance results or other relevant evidence may present this to their CE, JE or SSTA to demonstrate they can meet the required competencies in some areas of the course.

CE's, JE's and SSTA's may choose to sign off, at their discretion based on the evidence provided, or provide reasons/remedial actions (when in their opinion) they believe after seeing the candidate they do not meet the required competence.

The applicant must provide evidence that satisfies the competencies of the level that they are seeking entry at. If applicants do not satisfy the EA competition requirement, they will still need to demonstrate their competency to ride and train at the level.

For applicant coaches who are no longer riding, please refer to the Competition Results Matrix on page 6.

3.5 Prior Riding Skills

A prospective coach or official will not be prevented from applying to enter EA training programs based on an inability to demonstrate personal skills if:

- a) they have already ridden and competed to the competition standard required at the Level they are seeking accreditation at and can produce written proof of their riding history and competition results. The proof can be official results from competitions; or
- b) include a Statutory Declaration from an accredited official or coach in the discipline e.g. a dressage or showjumping judge; and
- c) include a written statement regarding the rider's proficiency from an experienced EA coach or a person who is well known and respected in equestrian circles and who has extensive knowledge of the required EA standards.

3.6 Informal Skills Recognition

EA recognises that formal education and training is not the only way in which people can learn, train and develop. As such, informal education and experience may also be recognised by EA for Skills Recognition for aspects of the training programs. Examples of informal training may include (but are not limited to):

- incomplete formal study where parts of a course were studied but the complete award/accreditation has not been gained; and
- relevant work and life experiences such as working as an apprentice, coaching without a formal accreditation, volunteering in the sport, competition riding (see below), coaching/officiating in another sport or other industry related experience.

It must be highlighted that providing evidence to support the development of competencies based on these methods is more difficult than evidence from formal training.

Competition Results

Any potential or current candidate for each of the EA Riding and Personal Skills certificates can utilise their official competition results as a way of demonstrating competence for the outcomes of these certificates.

- Candidates can only be found competent in those assessment slips that relate directly to the evidence provided by their riding results (eg riding an unknown horse cannot be demonstrated by competition results).
- Candidates must have met the minimum performance standard (level of competition AND performance for the level of qualification sought). A full table of these requirements is provided below.
- Candidates must provide evidence of meeting the performance criteria through Official competition results and test sheets in the number of events identified.

Minimum competition standards required for personal skills recognition.

Level	General	Dressage	Jumping	Eventing
Intro		5 x Preliminary tests >55%		
Level 1	2 x Novice tests >55%; 2 x 90cm Jumping competitions no jumping penalties; 2 x Eventing competitions at 80cm with 2 clear rounds in the XC	5 x Elementary tests >55%		
Level 2	2 x Medium Dressage tests >55%; 2 x 1.15m Jumping competitions no jumping penalties; 2 x Eventing competitions at CCI*/CIC* with qualifying score	5 x Advanced tests >55%	5 x 1.3m competitions max. 6 faults in first round.	5 x CCI**/CNC** competitions, obtaining a qualifying score in each.
* all competitions must be Official EA rated				

Skills Recognition Procedure

If a potential candidate considers they have already acquired the learning competencies contained within an EA training program, or part thereof, they may formally apply to have these skills recognised.

The Skills Recognition Assessment is carried out when the applicant provides evidence of the relevant competencies, completes the Skills Recognition application form and forwards this with the relevant fee to the EA National Office for processing.

All applicants should be aware that if they are applying for an officiating or coaching accreditation, the Skills Recognition is only the first step to allow EA to identify they meet the criteria of the course. In order for all successful applicants to be registered as an EA official or coach, they will also need to meet the requirements of those accreditations like any other person completing the courses. These include:

- Being an EA financial member of the appropriate category
- Registering as an official or coach
- Obtaining appropriate insurance (coaches only)
- Obtaining a Senior First Aid (coaches only)
- Undertaking a Familiarisation session (some coaching applicants only)

Potential applicants should use the 'Information for Applicants' document to assist them prepare their application and complete the relevant forms. This can be found on the EA website under "Education, Coach & Officials".

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Associated Documents	Information for Applicants EA Skills Recognition Background Paper Skills Recognition Self-Assessment Guide (web survey) Skills Recognition for Equestrian Qualifications Table Skills Recognition for Pony Club Qualifications Table Example of Mapped Evidence (in development) Learning Outcome lists for each course (in development) Marketing flyer for skills recognition (in development)