

## Advanced Coaching Licence Revalidation

The information in this document takes effect from January 1<sup>st</sup>, 2014, and supersedes all prior documents.

### Overview

FFA Advanced Coaching Licences are valid (accredited) for four consecutive years.

During this four year period, coaches are required to gain **100 points** of “Continued Professional Development” to have their licence revalidated for a further four years.

If at the end of the four-year accreditation period the coach has not accumulated the required number of points or attended the next level of Advanced licence, their current Advanced licence will no longer be valid and the coach will then be considered to have no current accreditation.

If a licence is not currently valid, the coach can regain their accredited status by completing 100 points of “Continued Professional Development”. As soon as 100 points have been gained, a coach’s licence will be deemed to be valid.

### Rationale

**Continuing professional development (CPD)** is the means by which people maintain their knowledge and skills related to their professional lives.

CPD obligations are common to most professions. Many professions define CPD as a structured approach to learning to help ensure competence to practice, taking in knowledge, skills and practical experience. CPD can involve any relevant learning activity, whether formal and structured or informal and self-directed. The key is that CPD exists to promote continued learning.

#### *Coach Development Research*

Learning is described as an “act or process by which behavioural change, knowledge, skills, and attitudes are acquired” (Jarvis, 2004, p. 100–101), and it can happen through a number of means; for example, through experience, reflection, study or instruction (Nelson et al., 2006).

Coach learning, therefore, not only occurs inside but outside of educational settings (Nelson et al., 2006; Cushion et al., 2003). Consequently, while the coach

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learner is the essential element in the learning process, the coach educator is not, as learning often occurs without teaching.

As intimated above, coach learning can occur in situations that are formal (FFA Advanced Licence Courses & NFCRC), non-formal (conferences, workshops - often seen as continuing coach education) and informal (learning opportunities outside of those provided under the coach education system e.g. coaching experience), (Jarvis, 2006).

## Revalidation

Based on the research, coaches will be able to accrue points within the three learning situations – formal, non-formal and informal from 2014.

### *Revalidation Points Table*

Coaches are required to gain 100 points over the four year period that their licence is accredited for. Points can only be gained in the following ways:

Attending an Advanced FFA course	100 points
Attending the National Football Curriculum Refresher Course (NFCRC)	100 points
Attending an FFA/State coaching conference	50 points
Attendance at a minimum of 8 approved workshops <sup>1</sup> <b>AND</b> Coaching Experience (Registered in MFC as the coach of a team for a minimum of two seasons) <sup>2</sup>	50 points

<sup>1</sup> A list of approved workshops can be found in the appendix of this document

<sup>2</sup> It is the responsibility of the coach to ensure that their club has registered them as the coach of the relevant team in the 'My Football Club' database.

### *Points allocation for events prior to Jan 1, 2011:*

Event	Date	Location	Points
Football NSW Coaching Conference	27-28 November, 2010	Knox Grammar, Sydney, NSW	25
FFA National Coaching Conference	2-4 March, 2010	Sheldon College, QLD	100

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## **FFA Coaches living outside Australia**

If you can't get back to gain points in the ways outlined above by the end of the four-year period, you will need to apply for revalidation. In your application, you will need to provide evidence of being out of Australia for two years or more, and documented attendance at Football Conferences or Seminars of a State or National Level, for forty hours of learning (or 6 days of education).

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## Frequently Asked Questions

### **What do I need to do to revalidate my qualification?**

*You need gain 100 points over a 4 year period. Refer to the points table in this document to see how you can gain points.*

### **What happens if I do not gain the required points or access the next level of course?**

*Your qualification will no longer be valid*

### **Does that mean I lose the qualification?**

*No. Your points will be reset to zero and you will be required to gain 100 points to revalidate your licence.*

*During this period, your licence will not be valid so you may not be able to hold or take up certain coaching positions where accreditation is a requirement.*

### **If my qualification is no longer valid, how do I revalidate it?**

*You need to gain 100 points. You may gain the 100 points as quickly as you are able, and your licence will become valid as soon as you gain the 100 points. Your licence will be valid for a period of 4 years from the date your licence was due to 'expire'. For example, if your licence 'expired' on 31 Dec, 2013, and you gained 100 points in November 2014, your licence will be validated for four years from 31 Dec, 2013, i.e. until 31 Dec 2017.*

### **What if I had 50 points when my licence 'expired'?**

*You will lose any existing points, and will need to gain 100 to have your licence revalidated.*

### **Do we get points for coaching?**

*Yes, as outlined in the points table, coaches who have coached for a minimum of two years **AND** attended 8 approved workshops over the four year reaccreditation period will gain 50 points. Coaches need to complete both elements to gain the 50 points. Coaching experience alone does not necessarily lead to 'updating' and 'refreshing' of a coach's knowledge.*

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## ***Which 4 years are counted towards my revalidation?***

*The 4 years since your licence was either issued or revalidated. You cannot use points prior to your licence being issued or previously revalidated.*

## **Does attending two state conferences post Jan 1, 2011, mean my licence is revalidated?**

*Yes, if you attend two state conferences post Jan 1 2011 you have met the revalidation criteria of reaching 100 points (2x50 points).*

## **Do my points from 2010 count towards my points tally?**

*Only the events listed in the table above.*

## **Can I work without a valid Licence?**

*You must hold the qualification required for the position you wish to hold as deemed by the rules relating to the competition or structure in which you seek to work. You may take up a position if you previously held the qualification level required and have registered and paid to:*

- *Attend the next level of FFA/AFC course*
- *Attend a course which will gain 100 points*

## **I attended a C Licence Course but did not meet the assessment Criteria after 3 attempts. What happens to me?**

*You will need to retake the C Licence course to hold an accredited Licence.*

## **What if I attend the next level of FFA/AFC Advanced Licence but fail the course?**

*Your existing FFA Advanced Licence will be valid for 4 years from the date you attended the course. E.g. Attended in June 2013, Advanced Licence revalidated until December 31st 2017.*

## **How do I revalidate my FFA/AFC Pro Diploma?**

*Pro Diploma holders will be notified of the re-accreditation process.*

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## **Does FFA keep a tally of points each coach has gained?**

*FFA has records of coaches who attended events from January 1, 2011. Coaches can login to the National Coaches System (or My Football Club once this replaces NCS during 2014) to view the events they've attended from January 1, 2011.*

*In the event of a dispute, it is the coach's responsibility to keep appropriate evidence that they attended an event to gain re-accreditation points.*

## **I have my 100 points, can I apply for revalidation now?**

*No, the revalidation process will automatically occur at the end of the period that your licence is valid for.*

## **What if I hold an overseas licence?**

*You will need to follow the revalidation process as set out by the issuing body. FFA cannot revalidate a licence issued overseas. You can have your overseas licence recognized by FFA by downloading and submitting the appropriate form (which can be found on the FFA website). To continue to have your overseas licence recognized, you will need to gain 100 points.*

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## **Appendix – Approved Workshops**

A List of approved workshops will be available early in 2014. These will be published on the FFA website in this appendix when available.