

# Frequently asked questions

## for candidates enrolled in an EFA course

### What is the EFA NCAS Coach Qualification?

The EFA NCAS coach qualification is an industry endorsed equestrian coach qualification, the EFA NCAS Courses are endorsed by the Australian Sports Commission (ASC). The ASC coordinates the national development of coaching and administers the NCAS.

The National Coaching Accreditation Scheme (NCAS). The EFA, and over 95 other national sporting bodies, are part of the NCAS that offers a development pathway for coaches via courses at progressive various levels - Introductory Coach Award, Level 1, Level 2, Level 3 and High Performance.

### What are the benefits of being an EFA NCAS Coach?

Your EFA NCAS Coach Registration entitles you to the following benefits:

- Comprehensive insurance at a fraction of market price
- EFA and Federal Government endorsement to practise as a sport coach in Australia
- Accreditation and contact details appear on EFA web sites and publications
- Use of EFA NCAS terms and logos in advertising
- Registration with the Australian Sports Commission (NCAS)
- EFA Equestrian Coach Magazines and e-mail updates
- Coach Educators may sign activity slips and present workshops
- Gifts and offers from the EFA and industry partners
- Membership of a professional industry body

### What Courses are available?

#### **Introductory**

- Riding
- Horse Management
- Coaching

#### **Level One**

- Riding (General or Dressage)
- Horse Management
- Coaching (General or Dressage)

#### **Level Two**

- Riding (Jumping, Eventing, Dressage)
- Horse Management
- Coaching (Jumping, Eventing, Dressage)

#### **Level Three**

- Coaching (Jumping, Eventing, Dressage, General)

For more information about these course please read the [course outlines](#).

### Are there any prerequisites?

Yes there are some prerequisites for the certificates and courses offered. For more information read the [overview of coach training](#).

### How do I enrol?

By purchasing the course material/resources you are automatically enrolled in the respective course. Please ensure you supply full and accurate contact details.

### How do you purchase the course material/resources?

Candidates can purchase the course material/resources from the EFA National Office. [Order forms](#) are available on the EFA website. You can buy the course material/resources for

each certificate separately or as a package and receive a discount.

Course material/resources are sent within one or two working days of your order being received.

### Can I purchase resources for more than one course at the same time?

Yes you can, however please be aware there are prerequisites for all certificates and courses.

### Where do I start?

Once you have received your course material/resources you should read through them. The [Step-by-Step guide](#) and [candidate information packs](#) will provide you with further information if you are unsure.

Source a coach educator, you can search for a coach educator in your area by using the [EFA Coach search](#) your coach educator will be able to answer questions you have and develop a learning pathway for you.

### How can I find a coach educator?

The best way to find a coach educator in your area is to do a coach search on the EFA website, simply select 'Coach Educator' and choose your state. You may also contact your State Branch or the EFA National office for more information about coach educators in your area.

### Do I need to be an EFA member?

You do not need to be an EFA member to complete any Riding or Horse Management certificates. You do need to be an EFA member prior to commencing your Introductory Coach workbook and purchasing your trainee insurance.

### Is the course Aus Study approved

No. Because the EFA is not an accredited Training Provider EFA course are not approved for Aus Study or similar government assistance.

### How much will the course cost?

It is difficult to put a figure on course cost – since the course is self paced, and the amount of time and money you spend on it will depend on several factors, including;

- Your current experiences and knowledge.
- How much time you dedicate to background reading/study and preparation?
- How much your CE charges?

### **General Costs**

- Course material/resources \$55 to \$350 depending on course
- Activity Slip assessments approximately \$40 per slip
- Introductory Face-to-face workshop approximately \$200
- Trainee Insurance (if applicable) \$300 per year/pro rata
- EFA Membership (if applicable) approximately \$150 depending on state
- First Aid course (if applicable) approximately \$250
- Annual Coach Registration (if applicable) \$220

### How can I save money?

- Complete all recommended readings in the first instance before attempting any practicals.

- Identify a Coach Educator/SSTA to help you create a Learning Plan – What units of study will be completed by when and which order? This will depend on your current skills and competencies.
- Call an EFA Branch office about; i) other candidates in your area – perhaps create a learning group and ii) dates for training workshop opportunities.
- Visit the EFA State Branch web site to identify training events/dates that fit your learning plan.
- Take advantage of every opportunity to learn course content. Discuss the course requirements with Vets, Farriers, coaches or other candidates. You can source and learn information from anywhere. If you rely on your CE to teach you everything - the costs will add up.
- Identify outcomes you desire from assessment sessions with a CE. Discuss these when booking your session to ensure you both understand.
- Ask questions before attending any workshop or learning activity. Make sure you select opportunities that fit into your plan in some way.
- If you are at a competition look out or investigate if a CE is also at the venue. If so, ask the CE to watch your performance. By doing this they are assessing your riding skills. They may charge you a small fee, but it should be less than they booking a one-on-one assessment at another time.
- Volunteer to be a Demonstration Rider at Level One Exams or Train to Teach Days. By doing this you can have the appropriate Riding or Horse Management assessments signed off by the CE conducting the training. Often CEs will sign Riding slips for free if you volunteer and bring your horse.
- The Coaching units of study take the most time. You may always need to be coaching. Why not ask to sit on the side and watch other coaches? Visit a range of coaches purely to watch listen and develop 'your eye'. You can build these experiences into your own coaching philosophies.
- When searching for a CE ask three questions;
  1. Have they assessed recently?
  2. Are they currently guiding other candidates through the system?
  3. Do they know, or have, other candidates under their guidance for you to work in with?

Candidates should aim to work in with active CEs in the first instance. The more active CEs will offer you better guidance and may be able to include you in other candidate activities – thus reduce costs.

- Communicate and keep your CEs informed of your progress so they know you are 'doing the right thing' while you are in your own environment. A CE will require assurance you have undertaken adequate preparation before assessing you – this is good risk management on their behalf. You may also keep notes of your learning in your course material/resources to show your CE.

If you don't communicate with your CE... you can not provide assurance that you have properly prepared. This means you may need several visits to a CE to complete just one Activity Slip, times this by the number of activities required to be demonstrated it quickly adds up. So the more prepared you are the less it will cost you!!

### How long will the course take?

The time any EFA certificate or course takes to complete will depend on several factors such as

- The amount of time you can dedicate to training
- Your previous experience and skill levels

Generally if the course is done part-time candidates may take between 6 and 12 months to complete the Introductory Coach course and between 12 and 24 months to complete the Level One Coach course.

### Were do I send my activity slips

All activity slips must be sent to the EFA National office. Please send only COPIES of your activity slips not originals. It is important to keep your originals in case you mail is lost in the post, unfortunately this happens regularly.

### When will I receive my certificates?

When you have sent copies of your activity slips to the EFA National office your certificate will be processed and sent out to you, usually within 10 working days.

### I am an experienced rider/coach, do I have to do the Introductory course?

Yes, unless you wish to apply for **Recognition of Current Competency** (RCC) you must complete all sections of the relevant Introductory certificate/course before commencing the Level One certificate/course.

Completing the Introductory/Level One Riding and Horse Management certificates should be quick and easy for an experience/elite rider.

### Is there a time limit to complete the course?

No, there is now time limit for completing the courses. If however it takes you more than four years to complete a certificate or course you may need to have some Activity Slips re signed.

### Are there any exams involved?

The Coaching and Horse Management courses involve an open book written exam. There are no practical exams for the Introductory coach course. Candidates completing the Level One, Two and Three coach courses are required to attend a Final Assessment exam which includes practical coaching lessons.

### What is the Introductory two day Face-to-Face course/workshop?

This might be better called the "16 hour" workshop – since it doesn't necessarily have to be done in 2 consecutive days. For example you can do 4 x evening sessions of 4 hours.

EFA Introductory Course policy requires that all trainees spend 16 hours on the basics of risk management, safety, lesson planning, conducting lessons and other related topics before they are permitted to coach without supervision.

To be eligible to attend and get the most benefit out of your 2 day intro coach workshop you must:

- Complete the Introductory Riding Certificate
- Complete the Introductory Horse Management Certificate
- Complete the ASC Beginning Coaching Principles course
- Obtained a First Aid Certificate
- Have insurance – either through your employer/riding school, a broker or can be purchased via the EFA National office.

All candidates must attend an Introductory two day face-to-face course prior to commencing their Introductory Coach workbook. Activity slip 1 of this workbook must be signed by the Coach Educator who conducted your two day face-to-face course.

### **Do I need insurance?**

All candidates must have Insurance prior to commencing their coaching workbooks. You do not need to have Insurance to complete the Riding and Horse Management certificates.

### **A candidate may have their own Insurance**

If candidates have their own public liability insurance they are exempt however a certificate of insurance currency (copy is fine) must be produced for your Coach Educator.

A candidate may be covered by their Employer Insurance. If candidates have insurance coverage offered by an employer then they must produce, i) letter confirming their employment and ii) a certificate of insurance currency (copy is fine) from their employer.

### **EFA NCAS Insurance**

If candidates do not, or can not, obtain insurance then they may wish to purchase EFA NCAS Insurance.

EFA NCAS insurance covers the candidate while they are learning to coach, they may or may not be supervised at the time depending on their experience and hours already spent coaching.

To purchase trainee insurance candidates must have a current first aid certificate and have complete both the Introductory Riding and HM certificates.

The cost of trainee insurance is \$300 per year but is pro rated so the trainee only pays for the insurance they use. Depending when a candidate purchases their trainee insurance prices will vary from \$300 down to \$60. Forms are available from the EFA National office. If you have any questions please contact the National Office.

*Please ensure you allow two weeks for your insurance to be processed, it is important to apply well in advance of your two day face-to face workshop.*

*When you purchase EFA NCAS Insurance state clearly the date you wish to activate your insurance... that is the date of your 2-Day Introductory Coach Face-to-Face workshop. You will only pay from this date onwards.*

### **Where can I purchase insurance?**

Candidates who wish to purchase EFA insurance can download an application form the EFA website. Applications must include a copy of their current First Aid certificate, evidence of EFA Membership and copies of their EFA Introductory Riding and Horse Management certificates.

### **How can I complete the ASC Beginning Coaching General Principles course**

If you intend on becoming an Introductory Coach over the next 12-18 months then you must complete the ASC Beginning Coaching General Principles Course. This course can be completed in many ways, including;

- a. FREE! Online via the ASC web site: [www.ausport.gov.au](http://www.ausport.gov.au)
- b. Purchase (\$32) the course material/resources from the EFA National office and complete via an EFA Coach Educator

- c. Complete this course in a face-to-face manner via your State Department of Sport & Recreation office
- d. Candidates that hold a current NCAS Level One award from another Sport (e.g. RDA, AHRC, Netball, Hockey) have already completed this requirement. All ASC NCAS Level One Courses cover this aspect of training.

Please call the EFA National Office for further information about other types of training/qualifications that meet this requirement.

### **Can I purchase EFA NCAS Insurance without attending a 2-Day Face-to-Face Introductory Coach Workshop?**

To buy EFA NCAS Trainee Insurance you will be required to indicate the name and date of the course you are planning to attend. This date will serve as the activation date for your insurance.

Should you withdraw from this course or not turn up at your course... your EFA NCAS Insurance is not activated. That is, you have no insurance until you officially complete your Face-to-Face Introductory Coach workshop.

Last year the EFA was made aware of a small group of candidates who purchased EFA NCAS Insurance on the premise of attending a 2-Day Face-to-Face Introductory Coach course. They did not register in this course, but started completing aspects of their Introductory Coach workbook. Unfortunately these candidates do not have their insurance activated. Furthermore they also jeopardised the insurance of the Coach Educators who worked with them.

All EFA NCAS Insurance is linked to EFA NCAS Policy. Should a candidate wish to break or not follow course procedures then it is very likely that their EFA NCAS Insurance is void.

Insurance is a vital EFA Risk management strategy, designed to offer protection to course candidates and clients. Do not ignore your insurance responsibilities!

If you do not believe insurance is important... *please do not train towards becoming an EFA NCAS Coach.*

### **Will my contact details be displayed on the EFA website Coach search?**

When you register as an EFA NCAS Coach you may elect to have some or all of your contact details published on the EFA Coach search. If you do not want your details publishing simply leave that section blank on your registration form.

### **What if my contact details change?**

Because the EFA National and State office send regular mail and email communication to candidates and coaches it is essential that all candidates provide correct contact details at the time of enrolment and registration. If at any stage your details change please contact your EFA State branch or the EFA National office by phone or email.

### **I'm finding it hard to stay motivated**

A hectic lifestyle, relationships, personal self-esteem, living environment, maturity, financial situation and work commitments are just some factors that will affect a candidate's ability to remain motivated for learning. Although a candidate may have a high level of interest within a particular subject matter, these factors will affect the motivation that a candidate uses to approach learning. A candidate's subject interest can be high, but low motivation to learn can mean effective learning is less likely to occur.

It is difficult to maintain an enthusiastic approach to learning at all times, however there are methods to enable candidates to achieve a higher level of motivation throughout any course of study.

Some strategies for developing and maintaining motivation are listed below, for more detail please refer to your candidate information pack.

- Become an Active Participant in Learning
- Set High, but Realistic Goals for Learning
- Work from your Strengths
- Learning is About Mastery of Skills and Knowledge, not About a Pass or Fail
- Use of Feedback
- Offer Yourself Incentives or Rewards
- Organise Your Learning
- Personal Anxiety (high)

**What if I still have questions?**

If you still have questions or are unsure of any procedures please do not hesitate to contact your EFA State Branch NCAS coordinator or the EFA National office. Contact details are available on the EFA National website.