



Australian Government
Australian Sports Commission

National Officiating Accreditation Scheme (NOAS)

Officiating General Principles Curriculum

Advanced Level Officiating

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How to use this document

The role of the officiating general principles has recently changed within the NOAS. For the entry level of accreditation, NSO's training programs **should** meet the minimum competency standard outlined in the Introductory Level Official curriculum. This is to ensure that there is a minimum standard of competency set for officials across the entire NOAS. (Note that there is flexibility available to NSOs who can demonstrate that the type of official they are training does not require all of the competencies outlined in the Introductory Level Official curriculum. This should be discussed with the ASC's Coaching and Officiating Unit staff on a case by case basis.)

The Advanced Level Officiating curriculum has been developed for use by NSOs within their training programs, at the level that is appropriate within their officiating structure. NSO may utilise the competencies and modules outlined within this document at the level where it aligns with the training that they wish to provide to their officials.

While the ASC has a number of agencies that deliver the general principles modules, it should be noted that completion of the general principles component alone does not provide an accreditation. Completion of all requirements as stipulated by the NSO is needed to gain accreditation.

The Officiating General Principles Curriculum document is designed to be used by:

- **National Sporting Organisations** designing entry level training for officials; and
- **State Coaching and Officiating Centres and Agencies** delivering the Officiating General Principles.

National Sporting Organisations (NSOs)

As stated above, NSOs should incorporate the Introductory Level Official competencies within their first level of officials' accreditation. This is to ensure that there is a minimum standard of competency set for officials across the NOAS. Please note that NSOs may set a higher standard of competency for their entry level officials than is outlined in this document. NSOs may wish to refer to the ASC's Advanced Level Officiating general principles modules (which are optional) to include in their training programs if they wish to set a higher standard.

When incorporating the competencies into their training, NSOs may structure the modules in a different manner than is outlined in this document, and build them into their own sport specific modules. NSOs may also use different assessment methods than those outlined in this document. The only requirement is that the competencies are included and are assessed suitably. A range of assessment tools are provided within this document. These can be used and modified by each NSO.

State Coaching and Officiating Centres and Agencies

When delivering the Officiating General Principles, State Coaching and Officiating Centres and agencies should ensure that the competencies are delivered and assessed as outlined in this document. There is scope for flexibility in the delivery of the modules (eg. depending on the group the training is being delivered to, modules may be modified and the time spent on each module may vary). However, the

assessment outlined in this document should be adhered to in order to maintain national consistency.

Resources to support the delivery of the Officiating General Principles

The following resources can be used to deliver the Advanced Level Officiating General Principles:

- *Advanced Level Officiating* manual (aimed at course participants)
- Advanced Level Officiating - Presenters Kit (aimed at course deliverers).

These resources are available through the ASC bookshop on Ph (02) 6214 1915 or by email to pubs@ausport.gov.au.

It should be noted that the worksheets for assessment are available on the ASC website, and can be downloaded by course deliverers or participants.

Advanced Level Officiating

Competency Statements

At the completion of this training program, the official will be able to:

1. Continually improve own officiating skills, including mental skill requirements.
2. Carry out administrative, reporting and tribunal requirements.
3. Plan for the risks of officiating in competition
4. Work with a wide range of people to enhance on and off field relationships.
5. Utilise leadership and negotiation skills.

Overview of Advanced Level Officiating General Principles Modules

	Approx. Duration
1. Advanced Self Management	1 hour
2. Advanced Managing the Competition Environment	1 hour
3. Advanced People Management	2 hours

Notes on duration of each module:

Times allocated to each module within this training program are based on a ratio of one presenter to 15 learners. Larger groups may require additional time to be allocated to each module to allow for effective learning.

Completion of assessment tasks has not been factored into the hours allocated to each module. Additional time may need to be allocated for assessment. (Note: see page 9 for further detail on assessment).

Notes on delivery of each module:

Suggested delivery strategies are outlined within each module of this curriculum document. Further information and ideas for delivery are contained within the ASC's Advanced Level Officiating - Presenters Kit. These delivery strategies are not compulsory, and presenters have the flexibility to modify the delivery of the modules to suit the particular group.

Presenter and Assessor Requirements

Presenters of the Advanced Level Officiating General Principles should possess:

- presentation skills (eg have successfully completed a course presenter, workplace trainer or presentation skills course, or similar); AND
- a current NOAS accreditation, OR
- be a recognised specialist in the module topic in which they are presenting with a minimum of two years practical experience in the sporting field.

For professional development purposes, presenters may also wish to undertake a Disability Education Program module. For further information www.ausport.gov.au/dsu/dep.asp or email dep@ausport.gov.au on Ph 02 6214 1415

Assessors should have:

- generic assessment skills (eg. have completed a workplace assessor or other sport specific assessor training course); AND
- hold a current NOAS accreditation, OR
- be a recognised specialist in the module topic in which they are assessing with a minimum of two years practical experience in the sporting field.

Note: Presenters may also perform the role of assessor where they have appropriate qualifications.

Pre-requisites to this Training Program

It is recommended that participants undertaking this training program have completed either:

- Introductory Level Official General Principles
OR
- An NOAS sport specific training program

Recognition of Prior Learning/Current Competence

Participants undertaking this training program are able to apply to for Recognition of Prior Learning/Current Competence (RPL/RCC). RPL/RCC will be granted when all the stated competencies and related learning outcomes of this training program have been met. The ASC's RPL/RCC Information Kit (see Attachment A) should be used to guide applicants through the various steps involved in the RPL/RCC process.

Module 1 – Advanced Self Management

Competencies:

At the completion of this module, the official will be able to:

- Continually improve own officiating skills, including mental skill requirements

Approximate duration

1 hour

<i>Learning Outcomes</i>	<i>Content</i>
1. Develop own officiating skills	<ol style="list-style-type: none">1. The career pathway for officials in your sport2. Developing a professional development plan in order to further your officiating knowledge, skills and attitudes3. Where to find assistance to develop your officiating skills
2. Critically analyse own performance after a competition to improve	<ol style="list-style-type: none">1. Establishing on-going liaison with other officials or advisors2. Utilising technology to analyse performance3. Developing, implementing and monitoring a personal self reflection program
3. Develop and monitor mental skills	<ol style="list-style-type: none">1. Assessing mental readiness2. Tools to help control/modify mental readiness3. Developing, implementing and monitoring a personal mental preparation plan

Delivery strategies

Presentation

Group activities

Discussion

Scenarios

Role Plays

Resource requirements

Advanced Level Officiating manual (aimed at course participants)

Advanced Level Officiating - Presenters Kit (aimed at course deliverers).

Module 2 – Advanced Managing the Competition Environment

Competencies:

At the completion of this module, the official will be able to:

- Carry out administrative, reporting and tribunal requirements
- Plan for the risks of officiating in competition.

Approximate duration

1 hour

Learning Outcomes	Content
1. Work within an administrative environment	<ol style="list-style-type: none">1. Providing verbal and written reports to the governing body in an accurate and timely fashion and as per the rules and regulations of the sport2. Handling off field objections/protests in accordance with the rules and regulations of the sport3. Handling tribunal matters in accordance with the rules and regulations of the sport
2. Manage risk while officiating competitions	<ol style="list-style-type: none">1. Undertaking a risk assessment of the facilities, playing area, equipment and athletes prior to the competition2. Developing and implementing a risk management plan in relation to officiating competition3. Responding to identified problems and modifying the environment where required to minimise risk during competition

Delivery strategies

Presentation
Group activities
Discussion
Scenarios
Role Plays

Resource requirements

Advanced Level Officiating manual (aimed at course participants)
Advanced Level Officiating - Presenters Kit (aimed at course deliverers).

Module 3 – Advanced People Management

Competencies:

At the completion of this module, the official will be able to:

- Work with a wide range of people to enhance on and off field relationships.
- Utilise leadership and negotiation skills.

Approximate duration

2 hours

Learning Outcomes	Content
1. Communicate effectively with a range of people	<ol style="list-style-type: none">1. Consolidating the strengths and working on the weaknesses in own communication skills2. Active listening skills and responding to athletes/coaches/officials in a positive and non-threatening manner3. Working with team captains to create open communication channels with teams
2. Lead a team of officials	<ol style="list-style-type: none">1. Leading and organising a team of officials before, during and after competition2. Cooperating and interacting with other officials in a positive manner to enhance the outcome of the competition4. Components of the mentoring process5. Mentoring a beginner official
3. Demonstrate negotiation skills in order to minimise conflict	<ol style="list-style-type: none">1. Taking a preventative approach to conflict within a competition game by communicating effectively with athletes/coaches/officials2. Negotiation strategies when dealing with difficult situations3. Using other people's skills effectively to resolve conflict

Delivery strategies

Presentation
Group activities
Discussion
Scenarios
Role Plays

Resource requirements

Advanced Level Officiating manual (aimed at course participants)
Advanced Level Officiating - Presenters Kit (aimed at course deliverers).

Assessment Overview

Overview of how each competency / module is assessed.

Competency	Module	Assessment Tasks	
		Personal Develop Plan	Risk Mgmt Plan
1. Continually improve own officiating skills, including mental skill requirements.	1. Advanced Self Management	✓	
2. Carry out administrative, reporting and tribunal requirements.	2. Advanced Managing the Competition Environment		✓
3. Plan for the risks of officiating in competition	2. Advanced Managing the Competition Environment		✓
4. Work with a wide range of people to enhance on and off field relationships.	3. Advanced People Management	✓	
5. Utilise leadership and negotiation skills.	3. Advanced People Management	✓	

Overview of the assessment tasks, including how and when assessment will occur, conditions of assessment and evidence required.

D. Personal Development Plan: This assessment task is aimed at assessing the candidate's ability to develop a plan for their development as an official. This involves an assessment of their current status, as well as outlining what aspects, and how they can develop themselves in the future. This task is used as both a learning and assessment tool for Modules 1 and 3. The plan must be completed satisfactorily to successfully complete this aspect. An assessment checklist is available to assessors marking the personal development plans. Candidates are permitted to access all course materials, and may consult with others when completing the plan. Candidates may re-submit the plan as many times as necessary to meet the requirements of this assessment task.

E. Risk Management Plan: This assessment task is aimed at assessing the candidate's ability to develop a risk management plan for their officiating situation. This plan will cover aspects such as the environment, people and procedures for dealing with emergencies. This task is used as both a learning and assessment tool for Module 2. The plan must be completed satisfactorily to successfully complete this aspect. An answer guide is available to assessors marking the risk management plans. Candidates are permitted to access all course materials, and may consult with others when completing the plan. Candidates may re-submit the plan as many times as necessary to meet the requirements of this assessment task.

Details of flexible assessment practices that will be provided for officials with special needs, disabilities or who are from rural/remote areas.

The ASC is committed to provide flexibility in the assessment methods used. This includes:

- using oral instead of written presentation for Assessment task D where appropriate
- using video of the role play scenario for assessment purposes where necessary (eg. for an official in a remote area)
- considering any request from candidates for flexibility, within the framework of ensuring fairness for others, and integrity of the assessment process overall.

Copies of assessment tools:

D. Personal Development Plan

A copy of the personal development plan worksheet can be downloaded from the ASC website at www.ausport.gov.au/coachofficial. An assessment checklist is provided on the next page for use when marking the personal development plan.

E. Risk Management Plan

A copy of the risk management plan sheet can be downloaded from the ASC website at www.ausport.gov.au/coachofficial. An answer guide is also available on request from the ASC to authorised deliverers of the general principles. Email officiating@ausport.gov.au for a copy.

Assessment Checklist for Personal Development Plan

This checklist is to be used when marking personal development plans submitted by officials for assessment task D.

Name of Official: _____

Performance Criteria	Comments	Competent	Not yet competent
Realistic season goals, and strategies to achieve these goals are identified			
Realistic career goals, and strategies to achieve these goals are identified			
Annual plan contains a range of activities appropriate to overall development of the official			
Appropriate strategies identified to monitor and review the yearly plan			

ASSESSMENT DECISION: **COMPETENT** **NOT YET COMPETENT**

COMMENTS:

ASSESSOR SIGNATURE:

DATE:

Attachment A – Recognition of Prior Learning / Current Competence (RPL/RCC) Guide for Officiating General Principles

Participants undertaking general principles courses can apply for Recognition of Prior Learning or Current Competence (RPL/RCC). You can apply for RPL/RCC if you think your prior learning and experience mean you already have the competencies of the particular training course.

How can prior learning be recognised?

There are many ways that you can show evidence of the competencies you hold. RPL/RCC 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. video of you officiating.
- Evidence of home/self directed study which may include a list of recent readings, synopsis of seminars attended, reports of own research/analysis undertaken.

Who can conduct the RPL/RCC assessment?

Training Program	RPL/RCC Responsibility
Officiating General Principles	<ul style="list-style-type: none">• ASC recognised officiating principles agencies• National or State Sporting Organisation's
Sport Specific NOAS courses	<ul style="list-style-type: none">• National or State sporting organisations

RPL/RCC procedure

Step 1 – complete application and send to course coordinator

1. Applicants will need to gather all relevant supporting documentation and complete the RPL/RCC application form. Forward this with supporting documentation, and the relevant fee, to the relevant body (as outlined in the table above).

Step 2 – assessment

The application will be reviewed by an RPL/RCC 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.

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

Options include :

- Complete further training
- Work with a senior coach/official
- Complete prescribed home study options

Successful applicants for RPL/RCC will receive the appropriate certification, and where appropriate, will be placed on an ASC database.

Step 4 – appeal

The applicant has the right to appeal the RPL/RCC 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/RCC review assessment panel will notify the applicant of the decision within two months of receiving the appeal.

RPL/RCC Application Form

SECTION 1 – Personal details

Name:.....

Organisation:.....

Position:

Address:.....

.....Postcode.....

Phone:.....Fax:.....

Mobile:.....

Email:.....

SECTION 2 – Evidence

Competencies	Summary of evidence provided Please attach copies of supporting documentation.
Advanced Level Officiating	
1. Continually improve own officiating skills, including mental skill requirements.	
2. Carry out administrative, reporting and tribunal requirements.	
3. Plan for the risks of officiating in competition	
4. Work with a wide range of people to enhance on and off field relationships.	
5. Utilise leadership and negotiation skills.	

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

Signature of applicant

Date

RPL/RCC Assessor Report

Applicant's name:.....

Competencies	Evidence Supplied	Validity <i>(is the evidence relevant ?)</i>	Sufficiency <i>(is there enough evidence?)</i>	Authenticity <i>(does the evidence belong to the candidate)</i>	Current <i>(within the last four years?)</i>	Comments
Advanced Level Officiating						
1. Continually improve own officiating skills, including mental skill requirements.	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	
2. Carry out administrative, reporting and tribunal requirements.	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	
3. Plan for the risks of officiating in competition	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	
4. Work with a wide range of people to enhance on and off field relationships.	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	
5. Utilise leadership and negotiation skills.	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>	

All performance criteria met: (please tick) YES NO (please advise the applicant additional evidence they are still required to supply)

Date of Assessment:..... Name of Assessor:.....

Position:..... Contact number:.....