



## **How to Guide on Become a Surfing Australia Affiliated Surf Coach For International Surf Coaches**



Welcome to a how to guide on becoming a Surfing Australia Affiliated Surf Coach for International Surf Coaches.

If you have held a surfing tuition qualification before it is very simple process to apply for a **Recognition of Prior Learning** (RPL) with Surfing Australia. Depending on the level and previous experience of your qualification it may assist you in being fast-tracked to attaining your accreditation with Surfing Australia. This will be determined by Surfing Australia upon reviewing your RPL application.

Typically, the following are organisations that Surfing Australia acknowledge with recognised surf tuition qualifications:

- **International Surfing Association (ISA)**
- **Academy of Surfing Instructors (ASI)**

If you have never held a surf tuition qualification, please go to page 3 of this document.

If you have previously attained a surf tuition qualification through one of the above organisations, please follow the steps below to apply for an RPL.

### **STEP 1. Create a Surfing Australia Profile**

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You will require a Surfing Australia profile to become an Affiliated Surf Coach. Sign up and create one by visiting the following link: <https://surfingaustralia.justgo.com/Account.mvc/SignIn>

**IF YOU ALREADY HAVE A SURFING AUSTRALIA PROFILE**, please log in with your details.

- If you have forgotten your password, click the “Forgot Password” link and follow the prompts
- If you have forgotten your username, please get in touch with Surfing Victoria:

e: [info@surfingvic.com](mailto:info@surfingvic.com)

p: (03) 5261 2907

### **STEP 2. Provide Evidence of Previous Qualification/s**

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Contact Surfing Victoria via: [info@surfingvic.com](mailto:info@surfingvic.com) and provide the following:

- Your request for a Recognition of Prior Learning (RPL)
- Copies of previous qualifications:
  - Surf Instructor/Coach/Tuition Certificate
  - Ocean Water Safety Qualification

**UPON PROVIDING THIS EVIDENCE, IT WILL BE ON THE DETERMINATION OF SURFING AUSTRALIA TO GRANT AN RPL.**

If successful, Surfing Victoria will be in touch to provide the next steps in attaining the Affiliated Coach accreditation.



If you have never held a surf tuition qualification, please follow these steps to become a Surfing Australia Affiliated Surf Coach...

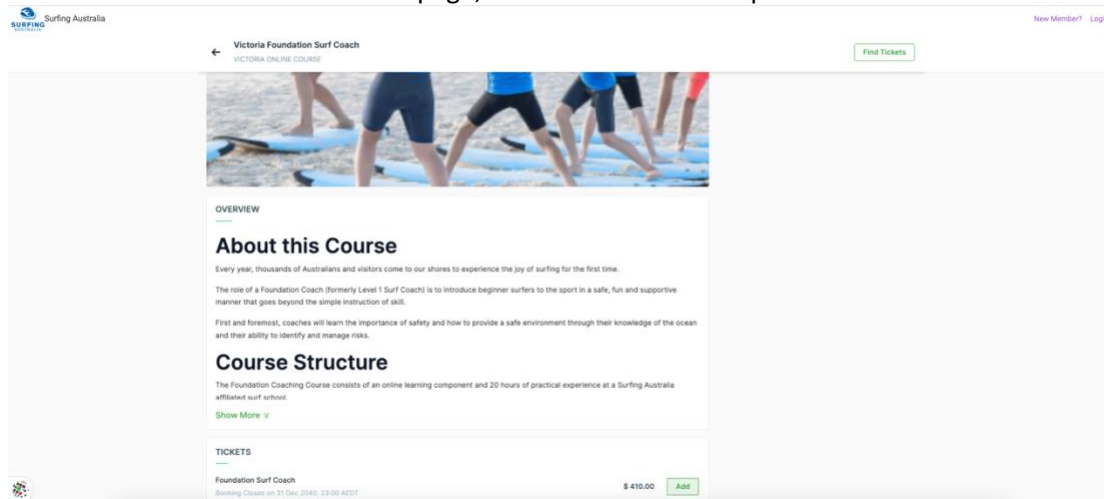
### STEP 1. Purchase a Foundation Surf Coach Course

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Visit the Foundation Surf Coach Course on the following link:

<https://surfingaustralia.justgo.com/Workbench/i/r/public/EventsAndBookingsPublic/details/C9548FB8C3A5B09F3E152084FAC5CEB811B1F47B/>

Once into the Foundation Surf Coach Course page, it should look like the picture below:



Locate and click on the “Add” button and a pop-up window will appear.

This may prompt you to create a Surfing Australia profile.

You will require a Surfing Australia profile to become an Affiliated Surf Coach. Sign up and create one when prompted.

**IF YOU ALREADY HAVE A SURFING AUSTRALIA PROFILE**, please click the “Login” button and enter your details.

- If you have forgotten your password, click the “Forgot Password” link and follow the prompts
- If you have forgotten your username, please get in touch with Surfing Victoria:

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Once logged in, you will be prompted to add a course next to your name and then click the “Proceed to checkout” button at the foot of the window.

Once at the checkout page, pay for course using your nominated bank card. Please check that all details are correct before purchasing the course.



## STEP 2. Access your Foundation Surf Coach Course

Once you have purchased your Foundation Surf Coach Course, Surfing Australia will send you an email with instructions on how to access the course\*

**\*Please Note:** This email comes from a 'no reply' email address, so if it doesn't appear in your inbox, please check your junk emails as they can land there. If you don't receive an email at all, please contact Surfing Victoria via:

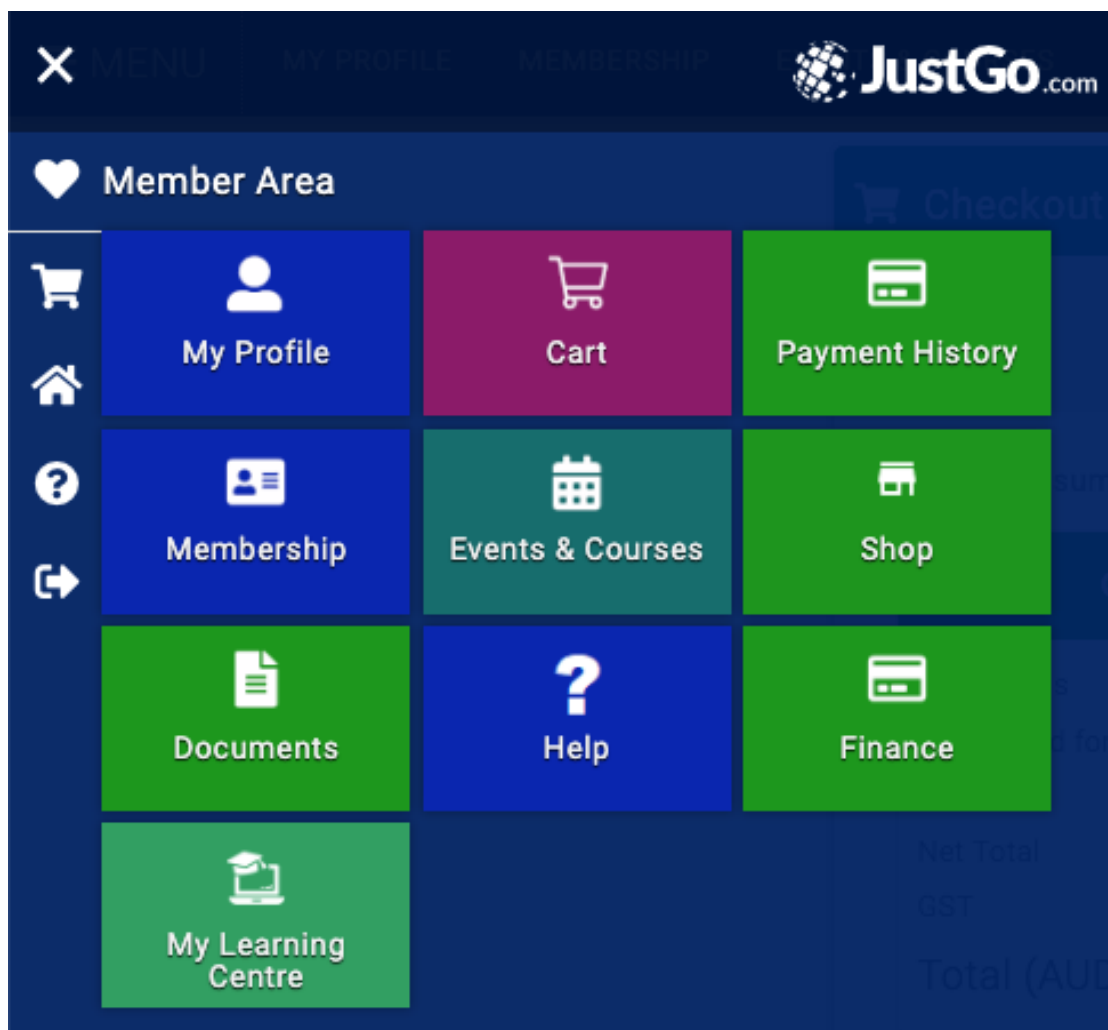
e: [info@surfingvic.com](mailto:info@surfingvic.com)

p: (03) 5261 2907

## STEP 3. Complete the Foundation Surf Coach Course and Upload Supporting Documents

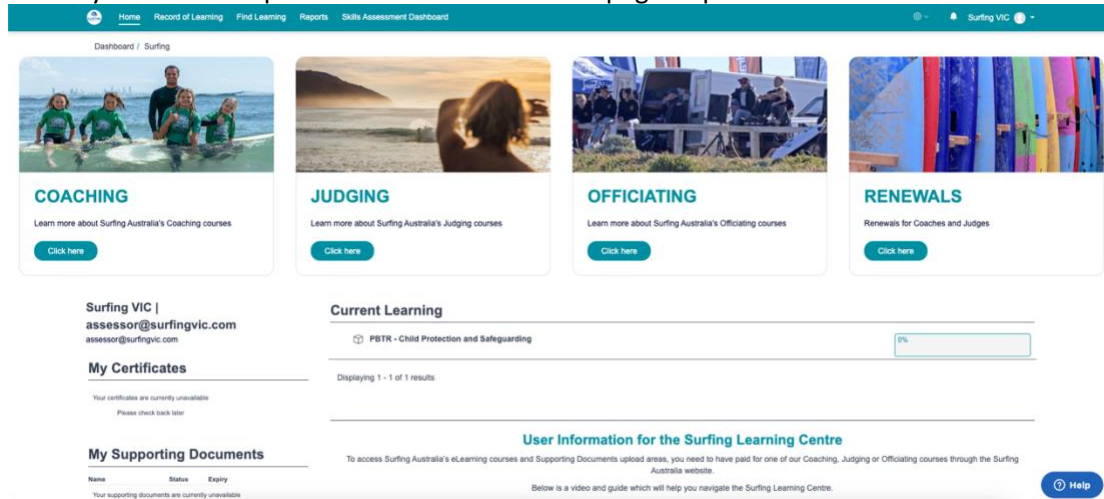
Once you have followed prompts in the email from Surfing Australia, you'll be given access to the Australian Surfing Learning Centre (ASLC) to complete all your education and training.

For future reference, the ASLC is located in your Surfing Australia profile when you click the "MENU" tab in the top left-hand corner. When the drop-down of tiles appear, click the one titled "My Learning Centre" as pictured below:





Once in the ASLC you should be presented with a dashboard page as pictured below:



For any education and training that you need to complete, it will be under the heading “Current Learning” in the centre of the page.

Aside from completing the online modules of the Foundation Surf Coach Course you will also be required to upload some supporting documents to support your accreditation. The documents required are as follows:

- **Ocean Water Safety Award (one of the following)**
  - Bronze Medallion
  - Community Surf Life Saving Certificate
  - Australian Professional Ocean Lifeguard Association – Ocean Safety Surf Coach Award (APOLA OSSCA)
- **First Aid Certificate** – must include course code **HLTAID011 or higher**
- **Cardiopulmonary (CPR) Certificate** – must include course code **HLTAID009 or higher**
- **Victorian Working With Children Check** - <https://www.vic.gov.au/working-with-children-check>

Once you have electronic copies of these documents complete with expiry dates, they will need to be uploaded to the ASLC under the heading “Supporting Documents” located on the left-hand side of the dashboard page.

For more information on where to attain these supporting documents contact Surfing Victoria via:

e: [info@surfingvic.com](mailto:info@surfingvic.com)

p: (03) 5261 2907

#### **STEP 4. Complete the “Play by the Rules – Child Protection Course”**

This is requirement for all accreditation holders with Surfing Australia.

This short course is located in the ASLC under the heading “Supporting Documents” located on the left-hand side of the dashboard page.

Simply click on the ‘Child Protection Course’ link and follow the prompts.





## STEP 5. Complete your Assessment of Logged Coaching Hours

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Every new Affiliated Surf Coach is required to complete 20 hours of assessed surf tuition under the guide of a Surfing Australia Coach Assessor. These Assessors are located at numerous Surf Schools around Victoria. To find a Coach Assessor located close to you, please visit the link below:

<https://surfingaustralia.com/trainer-surf-schools/>

**IMPORTANT: To have your assessed coaching hours recorded you will need to download the pdf copy of the logbook when completing the online modules of your Foundation Surf Coach Course. It will be located in 'Module 8 – Practical Coaching'.**

Both pages of the logbook need to be filled out and signed by your nominated Coach Assessor.

Once completed, an electronic copy will need to be uploaded to the ASLC under the "My Logbook" module of your online Foundation Surf Coach Course.

## STEP 6. Purchase a Surfing Victoria CORE Membership

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Every Affiliated Surf Coach must have a Surfing Victoria CORE membership to accompany their accreditation. This ensures that coaches are covered in the event of incidents occurring when delivering surf tuition. The types of cover included in the membership:

- Personal Indemnity
- Public Liability
- Personal Accident

To purchase a CORE membership, locate the "MEMBERSHIP" tab located in your Surfing Australia profile and when choosing a membership select the CORE membership, answer any questions required, proceed to the checkout, and purchase your membership.

Once all of these steps have been completed, your accreditation will become active and you will be able to deliver surf tuition at Surfing Australia Affiliated Surf Schools all around Australia\*.

**\*Please note: if you do plan to deliver surf tuition at a Surfing Australia Affiliated Surf School outside of Victoria, please get in touch with Surfing Victoria to have your details transferred to the nominated state Surfing body.**

If you have any questions about attaining your Surf Coach Accreditation at all, please get in touch with Surfing Victoria via email or phone:

e: [info@surfingvic.com](mailto:info@surfingvic.com)

p: (03) 5261 2907

Otherwise, all the very best and Warm Regards,

Surfing Victoria