

The information in this document takes effect from **January 1st 2019** and supersedes all prior documents. The changes have been implemented to ensure FFA meets the criteria mandated in the new AFC Coaching Convention.

Overview

Currently, FFA Advanced Coaching Licenses are valid for a four year period. As mandated in the AFC Coaching Convention, all FFA Advanced Coaching Licences will now be valid (accredited) for three consecutive years. New Licenses will be issued for a three year period, and existing licenses will be re-validated for three years when revalidation is due.

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

If at the end of the three-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 has one year to 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. As per the AFC Coaching Convention, if the coach fails to complete 100 points of CPD, within one year of their license expiring, they will lose their accreditation, and be required to complete that course again if they wish to retain their accreditation.

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

Licence Revalidation

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), 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.

Revalidation Points Table

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

Attending an FFA Advanced Coaching course	100 points
Attending the National Football Curriculum Refresher Course	100 points
Attending an FFA or State Coaching Conference (including conference facilitators) *	30 points
Attending an FFA Talent ID Course	30 points
Attending an FFA / State Coaching Workshop	10 points
Coaching Experience (Registered in MyFootballClub and actively coaching a team) (per year)	10 points
Lead Facilitator on a FFA Advanced Coaching Course	100 points
Support Facilitator on an FFA Advanced Coaching Course	25 points
Lead Facilitator on a FFA Coaching Workshop	25 points
Lead Facilitator on a FFA Talent ID Course	50 points

*a cap of 30 points will be awarded to conference attendance in a calendar year

FFA Coaches living outside Australia

If you can't get back to gain points in the ways outlined above by the end of the three-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 at a State or National Level, for 18 hours of learning (or 3 days of education).

Frequently Asked Questions

What do I need to do to revalidate my qualification?

You need gain 100 points over a 3-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. You will be required to gain the 100 points within 1 year 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.

You will have one year to gain the required points. If you do not gain the points within one year of expiry date, you will lose your accreditation, and will be required to attend the course again.

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

You need to gain 100 points within 1 year of expiry. 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 3 years from the date your licence was due to 'expire'. For example, if your licence 'expired' on 31 Dec, 2017, and you gained 100 points in November 2018, your licence will be validated for three years from 31 Dec, 2017, i.e. until 31 Dec 2020.

If your licence has been expired for more than 1 year, you will be required to submit a video assessment with self-reflection. Please contact FFA if this relates to you.

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

Your points will remain for a period of one year post expiry.

Do we get points for coaching?

Yes, as outlined in the points table, coaches obtain 10 points per year actively coaching within the three year period (maximum 30 points).

Which 3 years are counted towards my revalidation?

The 3 years since your licence was either issued or revalidated. You cannot use points prior to your licence being issued or previously revalidated.

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. Depending on the rules of the competition, you may be able to 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*

This will be determined by the rules of the competition and you should refer to these.

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 3 years from the date you attended the course. E.g. Attended B License in June 2017, C Licence revalidated until December 31st 2020.

How do I revalidate my FFA/AFC Pro Diploma?

Pro Diploma holders should refer to the Pro Diploma reaccreditation document found on the FFA website.

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

FFA has records of coaches who attended events from January 1, 2013. Coaches can login to My Football Club to view the events they've attended from January 1, 2013.

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.

To gain the points for coaching, it is the coaches responsibility to ensure that they have been registered in MyFootballClub as a coach of a team by their club.

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.