



AUSTRALIAN CARRIAGE DRIVING SOCIETY COACHING SCHEME

Competency Assessment

1. Plan and prepare coaching program

Candidate Coach	
Coach/ Assessor	
Assessment Location/Event	
Assessment date	

ASSESSMENT TASK-INFORMATION FOR CANDIDATES/COACH (ASSESSOR)

ACDS Coach Package	Number 1 of 8
Qualification	ACDS Coach
Units of Competency Assessed	ACDS 01/13A- Establish coaching requirements ACDS 01/13B- Prepare coaching session plan
Time allowed	Not defined
Instructions to Assessors	The candidate is to demonstrate a knowledge and practical application of all items in the checklist. The candidate's plan must be observed by you directly and it must reflect the needs of the client and the resources available.
Determination of competence	Satisfactory completion of the task– as determined on Assessor's Feedback Sheet. Preparation of a coach plan for a carriage driving session. Satisfactory performance/completion of task is required in all of the items on the checklist to achieve competence.
Instructions to Candidate	Clarify client needs. Prepare a plan for a coaching session that meets the needs of client(s). Determine resources required and identify risks and strategies to minimise them for participants. Complete worksheets 1 and 2
Tools & Equipment	Participant details Coaching plan Physical environment to undertake carriage driving
WHS Requirements	All tasks must be carried out safely and cleanly to WHS regulations

Context of assessment:

Candidates with demonstrated horsemanship and extensive carriage driving experience who have applied to be candidate coaches are assessed in clinical practical environment by accredited ACDS coach.

Administration, recording and reporting requirements: Coaches are required to assess candidates by completing competency assessment checklists. Candidates are to forward the completed assessment tasks and checklist to the ACDS National Coaching Coordinator for recording and receipt of ACDS Coaching Certificate.

The ACDS maintains a register of all ACDS Coaches.



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Unit Code/ Unit of Competency	Elements
<p>ACDS 01/13A- Establish coaching requirements</p> <p>This unit covers the process of identifying client characteristics and their carriage driving needs. To identify resource availability and venue suitability.</p>	1. Identify client characteristics
	2. Assess client needs
	3. identify resource requirements
	4. Determine venue suitability
<p>ACDS 01/13B- Prepare coaching session plan</p> <p>This unit covers the process of planning the carriage driving coaching session. This includes assessing client readiness, identifying coaching techniques, planning driving exercises and activities and strategies for ensuring the safety of participants and equines.</p>	1. Identify client readiness
	2. Plan carriage driving exercises and activities
	3. Ensure safety of participants and equines.

Candidate to answer [tick the relevant answer]	Yes	No
• Have the purpose and outcomes of the assessment been explained?	<input type="checkbox"/>	<input type="checkbox"/>
• Has the appeal system been explained to you?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you discussed with your assessor any special needs, which you have that may need to be considered during the assessment?	<input type="checkbox"/>	<input type="checkbox"/>
Candidate Signature:	Date:	



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Task

Plan and prepare coaching program

Candidates are required to carry out the following practical tasks. Candidates will be observed by their coach/assessor and observations will be recorded on the Coach/Assessors Feedback Sheet – 01/A.

1. The candidate is to establish the needs and characteristics of three clients. Worksheet 01/1 (times 3)
2. The candidate is to prepare a coaching plan for a session for a minimum of one client. The plan is to include session aims and objectives, safety procedures to be implemented, communication system to be used, exercises and activities including warm up and down sessions. Worksheet 01/2
3. Provision for feedback and evaluation. Worksheet 01/2

It may take a number of clinics and or clients before the coach assessor is satisfied that the candidate has had sufficient opportunity to demonstrate the competency(s).



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01/A Coach/Assessor Feedback Sheet - Plan and prepare coaching program : ACDS
 01/13A- Establish coaching requirements ACDS 01/13B- Prepare coaching session plan

Candidate Name:		
Coach/Assessor's Name:		
Assessment date:		
Summary of Assessment Observations	Satisfactory	Requires additional evidence
Task 1 Establish the client's needs and characteristics.	The candidate was able to:	
Obtain client details	<input type="checkbox"/>	<input type="checkbox"/>
Identify client's carriage driving needs x3	<input type="checkbox"/>	<input type="checkbox"/>
Determine resource availability	<input type="checkbox"/>	<input type="checkbox"/>
Ensure venue suitability	<input type="checkbox"/>	<input type="checkbox"/>
Task 2 Prepare a coaching plan	The candidate was able to:	
Assess client readiness	<input type="checkbox"/>	<input type="checkbox"/>
Identify coaching techniques to be used	<input type="checkbox"/>	<input type="checkbox"/>
Plan driving exercises and activities	<input type="checkbox"/>	<input type="checkbox"/>
Outline strategies for ensuring the safety of participants and equines.	<input type="checkbox"/>	<input type="checkbox"/>
Task 3 Plan for feedback and evaluation.	The candidate was able to:	
Provide client feedback	<input type="checkbox"/>	<input type="checkbox"/>
Evaluate coaching session	<input type="checkbox"/>	<input type="checkbox"/>
Identify future coaching needs of client	<input type="checkbox"/>	<input type="checkbox"/>
The candidate ensured the safety of self, client, spectators and horse	<input type="checkbox"/>	<input type="checkbox"/>
The candidate was deemed	<input type="checkbox"/> Competent <input type="checkbox"/> Additional evidence required	
The candidate demonstrated the above skills with the following combinations:		
Single <input type="checkbox"/>	Pair <input type="checkbox"/>	Tandem/Team <input type="checkbox"/>



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Coach/Assessor Comment:

Strategies for Improvement:

Coach/Assessor
Signature:

Date:

Candidate self evaluation comment:

I agree / do not agree with this assessment (circle correct response)

Candidate Signature:

Date:



AUSTRALIAN CARRIAGE DRIVING SOCIETY COACHING SCHEME

Worksheet 01/1

Client Needs Record

Candidate:		Date:	
Coach:		Venue:	
Client 1 Name:			
Pony/Horse	2 wheel/4 wheel Carriage	Single/Pair/Tandem/Team	
Special needs of driver		Implication for coaching session	
Present driving experience			
Expected level of competence of driver			
Expected level of suitability of horse(s)			
Drivers carriage driving expectations from this session			
Drivers carriage driving goals			



AUSTRALIAN CARRIAGE DRIVING SOCIETY COACHING SCHEME

Worksheet 01/1

Client Needs Record

Client 2 Name:		
Pony/Horse	2 wheel/4 wheel Carriage	Single/Pair/Tandem/Team
Special needs of driver	Implication for coaching session	
Present driving experience		
Expected level of competence of driver		
Expected level of suitability of horse(s)		
Drivers carriage driving expectations from this session		
Drivers carriage driving goals		



AUSTRALIAN CARRIAGE DRIVING SOCIETY COACHING SCHEME

Worksheet 01/1

Client Needs Record

Client 3 Name:		
Pony/Horse	2 wheel/4 wheel Carriage	Single/Pair/Tandem/Team
Special needs of driver	Implication for coaching session	
Present driving experience		
Expected level of competence of driver		
Expected level of suitability of horse(s)		
Drivers carriage driving expectations from this session		
Drivers carriage driving goals		



AUSTRALIAN CARRIAGE DRIVING SOCIETY COACHING SCHEME

Worksheet 01/2

Carriage Driving Coaching Plan

Candidate:		Date:	
Coach:	Signature		Venue:
Driver(s):	Resources/Equipment:	Safety provisions:	
Session goals:			
Exercise/Activity		Coaching focus	Time
Warm up Session			mins
			mins
Warm down			mins
Evaluation		Action for next session	
Driver Feedback			



AUSTRALIAN CARRIAGE DRIVING SOCIETY COACHING SCHEME

Worksheet 01/1

Client Needs Record Sample

Candidate: A Smith		Date: 7 December 2013	
Coach: B Turner		Venue: Yenda Sportsground	
Client 1 Name: D Collins			
Pony/Horse	2 wheel/4 wheel Carriage	Single/Pair/Tandem/Team	
Special needs of driver: Elderly driver- limited mobility		Implication for coaching session Avoid unnecessary mounting and dismounting of vehicle. May need mobility aid to inspect cones course.	
Present driving experience Local club activities and some endurance/pleasure drives		Understands basics - is looking for better performance.	
Expected level of competence of driver novice		As above	
Expected level of suitability of horse(s) Suitable as driver has been driving him at the above events. Can get excited in company of other horses. Can pace under pressure.		Work on corners Avoid pacing Expose to company	
Drivers carriage driving expectations from this Session Solve identified issues and gain strategies to manage them. Improve cone driving skills		Covered in session plan	
Drivers carriage driving goals Improved carriage driving skills with a view to upgrade horse.		As above Discuss suitable horse types	



AUSTRALIAN CARRIAGE DRIVING SOCIETY COACHING SCHEME

Worksheet 01/2

Carriage Driving Coaching Plan Sample

Candidate: A Smith		Date: 7 December 2013	
Coach: B Turner		Signature	
Driver(s): D Collins		Venue: Yenda Sportsground	
Resources/Equipment: Sportsground, cones, dressage corners		Safety provisions: Individual lesson, safety checks carried out, risk assessment completed	
Session goals: Assess suitability of horse for driver. Work on corners, avoiding pacing and driving cones			
Exercise/Activity		Coaching focus	
Warm up: Work on dressage arena assess horse/driver		Rein handling	
Session: 1. Develop skills in using half holts, asking horse to transition up and down (dressage arena) 2. Work on bending and avoiding pacing by trotting two circles 15 and 25 metres between cones. 3. Driving horse to outside cone, half halting and giving with outside rein.		Using aids	
Warm down Trotting slow through cones course		Accuracy and aids setting up for the corners/bends	
		Thinking ahead and preparing horse	
		Relax and put above into practice	
Evaluation Improved bending and transitions		Action for next session Practice at home. Drive cones course	
Driver Feedback Noticed improvement, have strategies to take away and work on			