



Gymnastics
Australian Capital Territory

EDUCATION COURSE POLICY

Date of Approval: 24/02/22

Date of Review: 24/02/24

Policy Type: Procedure

1. INTRODUCTION

Welcome to the Gymnastics Australian Capital Territory (GACT) Education Course Policy. The contents of this policy provide information pertaining to all GACT co-ordinated courses. The processes outlined in this document will be strictly applied.

2. PURPOSE

The purpose of the policy is to provide clubs, members and course participants with information on all training courses that are coordinated and hosted by GACT.

3. GENERAL CONDITIONS OF EDUCATION COURSE ENTRY

3.1 Enrolment Process (Coaching and Judging Courses)

Enrolment to courses is made via Gymnastics Australia's online Learning Management System (Flex) through your individual login. Please contact Gymnastics ACT if you require any further information.

Enrolments will close at the close of business on the Sunday in the week prior to the course date.

Late enrolments will only be accepted in consultation with Gymnastics ACT.

Only people registered for a course will be allowed to participate in that course.

Registration will not be accepted on the day of the course.

An Enrolment Form must be filled out at the course by all attendees. The information collected on the Enrolment Form is used for administrative and statistical purposes and will remain confidential. Enrolment data may be shared with health officials should a record of attendance be required.

3.2 Course Fees

Coaching and judging course fees are paid via Gymnastics Australia's online Learning Management System (Flex). Refer to the GACT Fees Information sheet on the GACT website at this [LINK](#).

Beginner, Intermediate and Intermediate Bronze judging courses conducted within ACT are FREE for Gymnastics ACT members.

Course Refunds

In the case of withdrawal from a coaching or judging course the following will apply:

- 7 days or more prior to the course date a 100% refund will be made, or a credit towards a subsequent course
- Less than 7 days prior to the course no refund will be made except in extenuating circumstances as described below.

All applications for refunds must be made in writing to gymact@gymnastics.org.au.

Extenuating circumstances for refunds could include:

Participants may have extenuating circumstances that prevent them from attending scheduled course dates. These circumstances may include (but are not limited to):

- Illness
- Family or personal matters
- Other extraordinary reasons

Each of the above circumstances should be supported by documentation (eg. Doctor's certificate).

The final decision following assessment of extenuating circumstances rests with Gymnastics ACT CEO and shall be made on a case-by-case basis.

3.3 Pre-requisites

Gymnastics Australia coaching and judging accreditation courses require participants to complete or meet pre-requisites prior to enrolment. Details of pre-requisites for each course stage can be found in the LMS (Flex) and in the Gymnastics Australia Coach & Judge Accreditation [Policies](#).

Gymnastics ACT courses will adhere to these pre-requisites.

3.4 Publication of Education Courses

Gymnastics ACT will:

- Publish all GACT course dates in the GACT Calendar and on the GACT [website](#).
- Publish all GACT course registration fees on the GACT [website](#).
- Publish all GACT course venues on the GACT [website](#).

3.5 Course Minimum Numbers

The minimum viable course enrolment rate is six participants in order to cover costs which include venue hire and presenter fees and to ensure quality education. GACT management will communicate with clubs and technical members, working towards scheduling courses to meet demand and applying some flexibility with training delivery where possible. GACT management will use discretion to consider conducting courses in smaller gymsports with lower minimum numbers.

3.6 Course Cancellation

In the circumstance where Gymnastics ACT cancels a course, participants will be notified as soon as possible.

All education courses remain subject to current health advice. In the event of a course being cancelled due to health advice, participants will receive a full refund or be enrolled in the next available course. Some or all courses may be capped due to density and room requirements.

Every effort will be made to transfer participants into another course of the same type.

In the case where a transfer to another suitable course cannot be made, either a reimbursement of the course fee will be effected or a credit given for future course enrolment.

4. PARTICIPANT

4.1 Conduct

Course participants must behave in accordance with the Gymnastics Australia [Member Protection Policy](#).

GACT will provide course participants with course behavioural expectations prior to arrival at their course. Course presenters will clarify and reinforce these expectations throughout the course.

Course participants are expected to follow the directions of the course presenter at all times while on the education course.

Failure to meet course rules / behavioural expectations will result in a warning.

Repeated failures may result in a participant being asked to leave a course.

4.2 Participant Attire

Gymnastics ACT will inform participants of suitable attire prior to the course date.

Course participants must wear suitable attire for course participation.

Participants not correctly attired may not be able to take part in some of or the entire course.

5. EDUCATION AND ASSESSMENT

5.1 Language Literacy and Numeracy

It is recognised that reading, writing, listening, speaking and understanding mathematical concepts and processes are integral skills required for work and are therefore an important component of education. Gymnastics ACT is committed to assisting all participants in their learning, no matter what the barrier.

If you have a Language Literacy or Numeracy concern that is affecting your education program, we encourage you to raise the matter directly with your Presenter.

A range of support services can be provided for participants upon request. Please contact the Gymnastics ACT Member Services Coordinator for more information.

5.2 Assessment

Assessment is the process of collecting evidence and making judgments on whether competency has been achieved. The purpose of assessment is to confirm that an individual can perform to the standard expected in the workplace, as expressed in the relevant endorsed industry or enterprise competency standards. Assessments through Gymnastics ACT courses will require participants to complete a variety of written work, oral questions, practical demonstrations and assignment/portfolio presentations.

5.3 Assessment Resits

Every effort will be made to assist course participants in meeting the assessment requirements of the course.

In the case of a participant who is marked as NYC (Not Yet Competent), they can re-sit the test, or have a reassessment. They will be issued a 'Reassessment Notice' providing feedback on their assessment and how to arrange a reassessment opportunity.

The reassessment opportunity will be co-ordinated by the Gymnastics ACT Member Services Coordinator. If they are deemed NYC for a second time, an administrative fee will apply prior to reassessment.

If they are deemed NYC for a third time, they are to re-enrol in the same course. Re-enrolment will include re-training and therefore a re-enrolment fee.

5.4 Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is the acknowledgment of skills and knowledge obtained through formal education, training, work experience and/or life experience. The purpose of this process is to identify and assess previously acquired skills and knowledge against the required competency standards. Course participants applying for RPL must provide evidence to the satisfaction of Gymnastics ACT. This evidence must clearly indicate that the applicant is able to demonstrate all the required skills and knowledge.

Please contact the Gymnastics ACT Member Services Coordinator for further information and documentation regarding the application procedure for RPL and/or Credit Transfers.

Please note that RPL cannot be granted for part of a unit. Any applicant may appeal in writing against a decision regarding RPL to the Gymnastics ACT Member Services Coordinator.

6. DISCLAIMER

Information in this policy is subject to change. GACT encourages all users to ensure the current version is downloaded from the [GACT website](#).

7. CHANGES TO THE POLICY

Changes may be made to this policy from time to time and will be updated in the official GACT policy register, published on the GACT website and circulated to the relevant parties.

In addition, Gymnastics ACT is committed to ensuring all policies are up-to-date and reflect current practices. Suggestions for amendments to this policy should be made in writing to GACT. The latest review date is recorded at the beginning of each policy.

8. GYMNASTICS ACT CONTACT DETAILS

Email – gymact@gymnastics.org.au

Phone – 03 8698 9788

Website - <https://act.gymnastics.org.au/>