

# HOW TO ENROL IN AN INTERMEDIATE COACHING COURSE IF YOU ARE AN ACCREDITED BEGINNER COACH

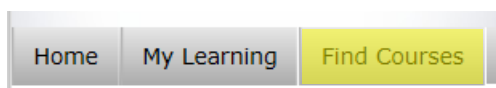
## Pre-ENROLLMENT CHECKLIST:

1. Complete ONLINE course
2. Complete and Upload Pre-Course Workbook
3. Complete and Upload First Aid Certificate
4. Enrol into a Face to Face Course

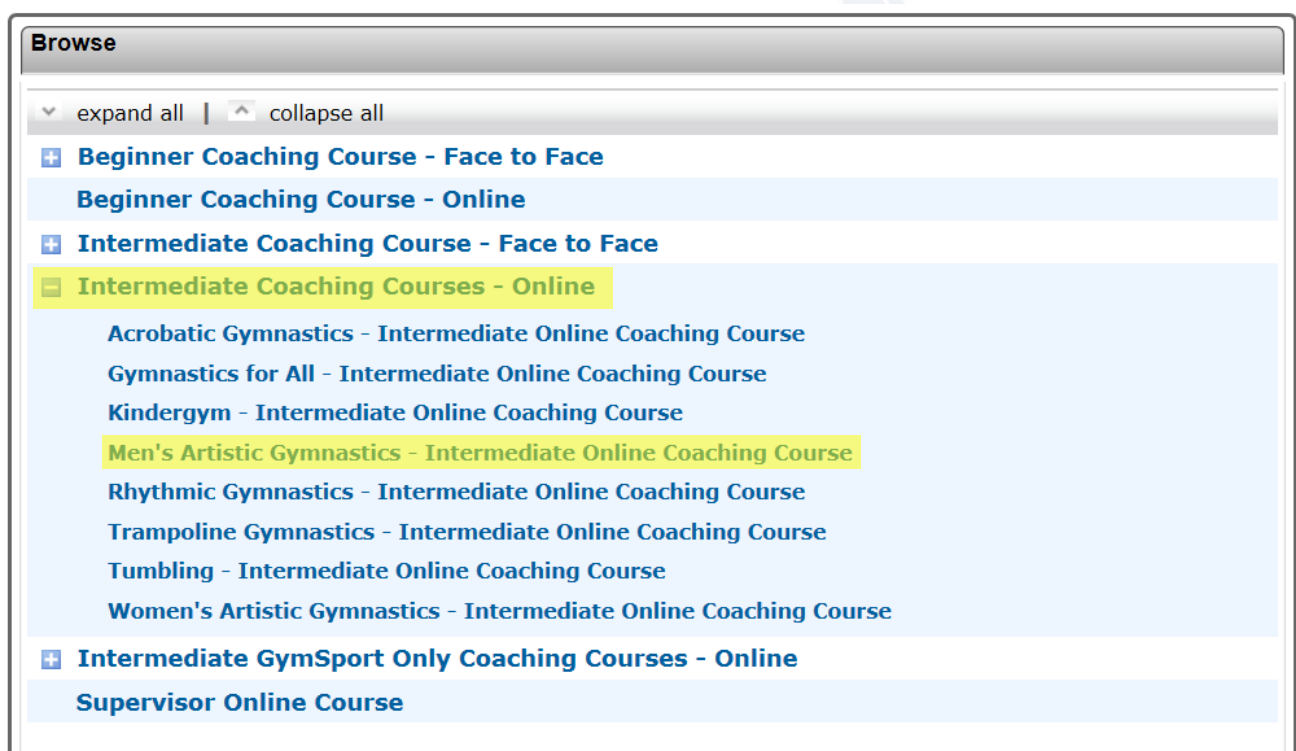
## Process to enrol...

### 1. Complete ONLINE Course

A) From the top bar, select find courses



B) Select "Intermediate Coaching Courses - Online" followed by the relevant gymsport e.g. MAG



C) Purchase Course



# HOW TO ENROL IN AN INTERMEDIATE COACHING COURSE IF YOU ARE AN ACCREDITED BEGINNER COACH

**Catalog Search Results**

Search for: **"Men's Artistic Gymnastics - Intermediate Online Coaching Course"**

Can't find what you're looking for? [Refine search](#) ▶ **Purchase General Credit**

Displaying results 1 - 1 of 1    Sort results by: Title: ascending

	<b>Intermediate Coaching Course - MAG and Generic</b>	Added: 27/08/2013 21:56  Member price: \$100.00 Price: \$100.00 Credits: 8.00
<input type="button" value="v"/>		<b>Purchase</b>

D) Complete the online component as per the instructions within the course



## 2. Complete and Upload Pre-Course Workbook

A) Complete the Pre-Course Workbook you received after completing the beginner course.



B) At this point, you will have to scan your completed workbook onto your computer.

C) Log onto the LMS

D) Under "My Training History," select "Add CPD"

**My Training History**  

**Add CPD**

Title	Date <input type="button" value="v"/>	Status	Credits	Action
NSW - Beginner Coaching Courses - Face to Face	23/02/2014 	Attended	0.00	
Beginner Coaching Course - Online	21/01/2014 18:20	Satisfied	4.00	
<b>Total Credits:</b>			<b>4.00</b>	

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E) Select "Create"

### My External Training

Title	Date Completed	Vendor	Credit
No External Trainings			
<a href="#">Create</a>			

F) Title the entry "Pre-Course Workbook"

Approval Request ID: Not yet saved

\*Title:

Date Completed: Day:  Month:  Year:

Expiry Date: Day:  Month:  Year:

Vendor:

Certificate/Card number:

G) At the bottom of the page, click **SAVE**

H) Return to your dashboard. At this point, select "Add CPD" once more.

### My Training History

[Add CPD](#)

Title	Date	Status	Credits	Action
NSW - Beginner Coaching Courses - Face to Face	23/02/2014	Attended	0.00	
<a href="#">Beginner Coaching Course - Online</a>	21/01/2014 18:20	Satisfied	4.00	
Total Credits:			<b>4.00</b>	

I) Your Pre-Course Workbook CPD will appear at this point. Select it to upload your completed workbook.

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Title	Date Completed	Vendor	Credit
Pre course workbook			Pending

Create

J) Further down the page, under "Attachment," select "Choose file"

Credits/Update points: 0.00

Approval Status: Pending

Attachment: Download

Browse...

Date Status Changed: 27/03/2014 15:09

K) Upload the scanned version of your workbook. Select "Save"

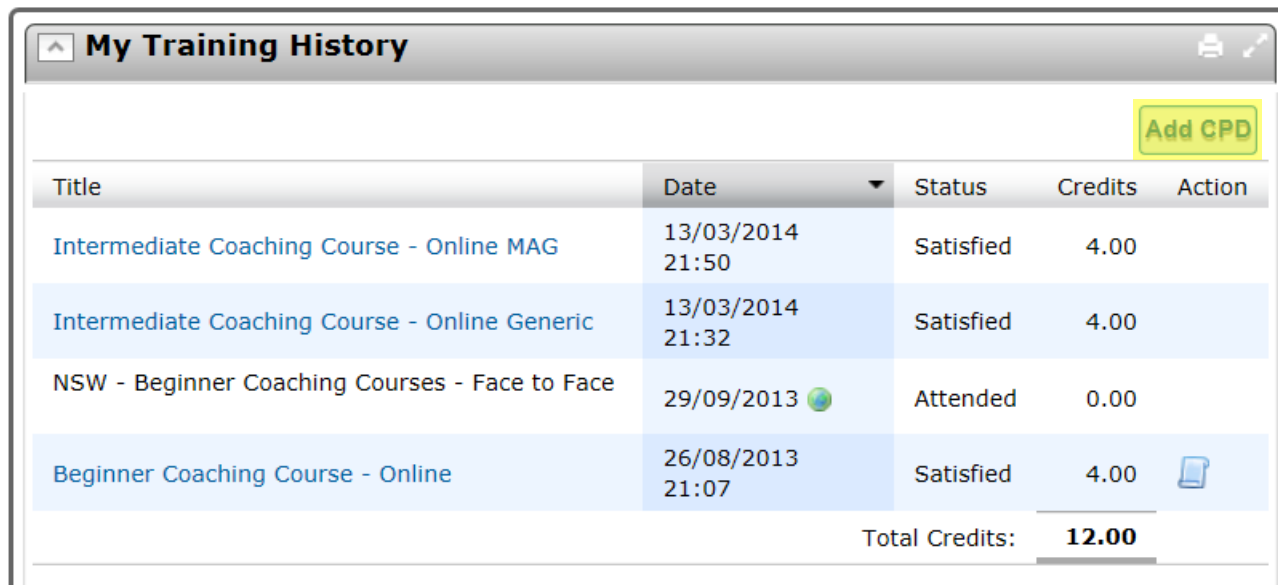
L) At this point, Gymnastics NSW will receive your pending approval. Once processed by Gymnastics NSW, your Pre-Course Workbook Certificate will appear in your "My Learning" portal, within your dashboard in the LMS

### 3. Complete and Upload First Aid Certificate


A) Similar to the process above, you will need to upload a copy of your First Aid certificate through the LMS

B) In my training history, select "Add CPD"

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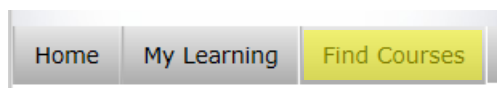
The screenshot shows a 'My Training History' window with a table of completed courses. A yellow 'Add CPD' button is visible in the top right corner. The table has columns for Title, Date, Status, Credits, and Action. The total credits are 12.00.

Title	Date	Status	Credits	Action
Intermediate Coaching Course - Online MAG	13/03/2014 21:50	Satisfied	4.00	
Intermediate Coaching Course - Online Generic	13/03/2014 21:32	Satisfied	4.00	
NSW - Beginner Coaching Courses - Face to Face	29/09/2013	Attended	0.00	
Beginner Coaching Course - Online	26/08/2013 21:07	Satisfied	4.00	
Total Credits:			<b>12.00</b>	

- C) Follow the steps as above to enter your first aid certificate into the system
- D) At this point, Gymnastics NSW will process your uploaded first aid certificate
- E) Once processed, you will be eligible to enrol into a face to face course

### 4. Enrol into a Face to Face course

A) From the top bar of your LMS, select "Find Courses"



- B) Select "Intermediate Coaching Course - Face to Face"
- C) Select "INT NSW Face to Face Course"

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The screenshot shows a web interface for browsing coaching courses. At the top, there is a 'Browse' header. Below it, there are two buttons: 'expand all' and 'collapse all'. The main content is a tree view of courses. The first level includes 'Beginner Coaching Course - Face to Face', 'Beginner Coaching Course - Online', and 'Intermediate Coaching Course - Face to Face'. The 'Intermediate Coaching Course - Face to Face' is highlighted in yellow. Underneath it, there is a 'Collapse' button and a list of 'ACT Face to Face Courses'. This list includes 'INT NSW Face to Face Courses' (highlighted in yellow), 'INT NT Face to Face Courses', 'INT QLD Face to Face Courses', 'INT SA Face to Face Courses', 'INT TAS Face to Face Courses', 'INT VIC Face to Face Courses', and 'INT WA Face to Face Courses'. Below this list are three more course categories: 'Intermediate Coaching Courses - Online', 'Intermediate GymSport Only Coaching Courses - Online', and 'Supervisor Online Course'.

**Browse**

▼ expand all | ▲ collapse all

- + Beginner Coaching Course - Face to Face
- Beginner Coaching Course - Online
- Intermediate Coaching Course - Face to Face
  - Collapse
  - + ACT Face to Face Courses
    - + INT NSW Face to Face Courses
    - + INT NT Face to Face Courses
    - + INT QLD Face to Face Courses
    - + INT SA Face to Face Courses
    - + INT TAS Face to Face Courses
    - + INT VIC Face to Face Courses
    - + INT WA Face to Face Courses
- + Intermediate Coaching Courses - Online
- + Intermediate GymSport Only Coaching Courses - Online
- Supervisor Online Course

D) Select the relevant Face to Face Course, e.g. MAG

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**Browse**

▼ expand all | ▲ collapse all

- + **Beginner Coaching Course - Face to Face**
- Beginner Coaching Course - Online**
- **Intermediate Coaching Course - Face to Face**
  - + **INT ACT Face to Face Courses**
  - **INT NSW Face to Face Courses**
    - Intermediate Coaching Course - Face to Face **NSW ACR**
    - Intermediate Coaching Course - Face to Face **NSW AER**
    - Intermediate Coaching Course - Face to Face **NSW GFA**
    - Intermediate Coaching Course - Face to Face **NSW KG**
    - Intermediate Coaching Course - Face to Face **NSW MAG****
    - Intermediate Coaching Course - Face to Face **NSW TRP**
    - Intermediate Coaching Course - Face to Face **NSW TUM**
    - Intermediate Coaching Course - Face to Face **NSW WAG**
  - + **INT NT Face to Face Courses**
  - + **INT QLD Face to Face Courses**
  - + **INT SA Face to Face Courses**
  - + **INT TAS Face to Face Courses**
  - + **INT VIC Face to Face Courses**
  - + **INT WA Face to Face Courses**
- + **Intermediate Coaching Courses - Online**
- + **Intermediate GymSport Only Coaching Courses - Online**

E) Proceed through the enrolment as instructed

F) Gymnastics NSW will then contact you 2 weeks prior to the course with the specific course details