

# Tennis Australia Development Coaching Course (Level 1)

**(incorporating SIS30521 Certificate III in Sport Coaching)**

**VIC-MELBOURNE-SEPTEMBER**

Applications close: 4 August 2025

Course cost: \$1,860.00 (Inc. GST)

**Course Information**

## TENNIS AUSTRALIA DEVELOPMENT COACHING COURSE (LEVEL 1) *(INCORPORATING SIS30521 CERTIFICATE III IN SPORT COACHING)*

During the Tennis Australia Development Coaching Course (Level 1) *(incorporating SIS30521 Certificate III in Sport Coaching)*, participants learn to develop the skills of junior Tennis players through the delivery of the Hot Shots Tennis program. There is a major focus on planning, delivering and reflecting on coaching sessions and creating positive learning environments for children. The course covers the Hot Shots Tennis program, Tennis Australia technical and tactical fundamentals, Cardio Tennis, legal and ethical responsibilities of a coach, risk management, program planning, Tennis rules, personal development and using technology.

From the commencement of this course, you may be eligible for up to two years complimentary Tennis Australia Coach Membership as a Trainee Tennis Australia Coach Member.

### Course details

The Tennis Australia Development Coaching Course (Level 1) *(incorporating SIS30521 Certificate III in Sport Coaching)* will be delivered from:

Wednesday 27 August 2025 to Sunday 29 March 2026 (17 days, 100% attendance is required)

Schedule attached (Subject to change)

The venue for this course will be:

Tennis World Melbourne Park, Olympic Boulevard, Melbourne VIC 3001

All applicants will be notified of the status of their application by email approximately two weeks after the closing date. In some instances, there are a limited number of positions available in the course. Course applicants will be admitted to the course based on their application and their ability to meet the course entry criteria.

### Course Coordinator

Tennis Australia

Paul Aitken

Coach Education Specialist

E: [coachedvic@tennis.com.au](mailto:coachedvic@tennis.com.au)

M: 0412 041 204

Applications close: 4 August 2025



## Course structure

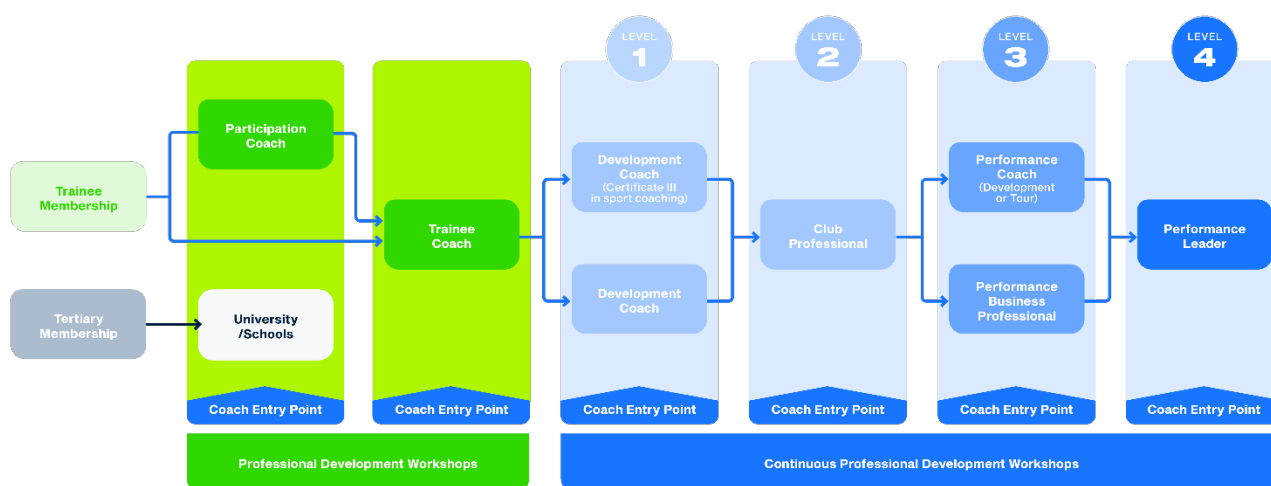
### Module 1 – Coaching Tennis

- Unit 1, SISSTNS001 – Coach junior players in Tennis
- Unit 2, SISSSCO004 – Plan, conduct and review coaching programs
- Unit 3, SISSSCO003 – Meet participant coaching needs
- Unit 4, SISSSCO005 – Continuously improve coaching skills and knowledge
- Unit 5, SISSSCO002 – Work in a community coaching role

### Module 2 – Responsibilities of the coach

- Unit 6, BSBPEF301 – Organise personal work priorities
- Unit 7, HLTAID011 – Provide first aid
- Unit 8, BSBOPS403 – Apply business risk management processes
- Unit 9, HLTWHS001 – Participate in workplace health and safety
- Unit 10, SISXIND009 – Respond to interpersonal conflict

# Tennis Australia Coach Pathway



## Course entry criteria

To gain acceptance into the Tennis Australia Development Coaching Course (Level 1) (*incorporating SIS30521 Certificate III in Sport Coaching*) applicants are required to meet the following criteria:

- Be a minimum of 16 years of age at the time of the Tennis Australia Development Coaching Course (Level 1) (*incorporating SIS30521 Certificate III in Sport Coaching*)<sup>1</sup>
- Comply with all requirements of the Tennis Australia Member Protection Policy. This requires a course candidate to hold a current working with children check (WWCC) or your State/Territory equivalent. State/Territory WWCC requirements vary around Australia, details can be found at [tennis.com.au/coaches/membership/policies](http://tennis.com.au/coaches/membership/policies).
- As part of your application, you must obtain and provide Tennis Australia with evidence of the following<sup>2</sup>
  - A copy of your current Working with Children Check (WWCC) or your state/territory equivalent.
  - A copy of your National Police Check (NPC) available from [nationalcrimecheck.com.au](http://nationalcrimecheck.com.au) at a cost of \$58.90 (Inc. GST).
  - A signed Tennis Australia Member Protection Declaration (MPD), this declaration is completed online as part of your application.
- Be currently coaching either part-time or full-time.<sup>2</sup>
- Maintain a suitable physical fitness level to complete the practical components of the course.<sup>2</sup>
- A supervising coach who is at least Club Professional (Level 2) qualified and have them sign the 'Supervising Coach Form' available on page 8.
- Applicants and supervising coaches may be required to complete an initial entry interview with the Course Coordinator.

### Notes:

1. Please note to deliver the Tennis for Primary Schools or Secondary Schools program, you must be 18 years of age.
2. Additional information can be obtained by contacting the Course Coordinator. Their contact details are listed on Page 1.



### Application checklist

- Complete an application online via the Tennis Australia website (visit [courseapplications.tennis.com.au](http://courseapplications.tennis.com.au))
- Have the required personal fitness level to physically complete the practical requirements of the coaching course
- A copy of the current WWCC or a receipt of lodgement as required in your state/territory (visit [tennis.com.au/coaches/membership/policies](http://tennis.com.au/coaches/membership/policies)) during the online application process
- A copy of your National Police Check or receipt of lodgement as required in your state/territory (visit [tennis.com.au/coaches/membership/policies](http://tennis.com.au/coaches/membership/policies)) at a cost of \$58.90 (Inc. GST), during the online application process.
- Signed 'Supervising Coach Form' available from page 8.
- Payment of \$1,860.00 (Inc. GST) course fee<sup>1 & 2</sup>

#### Notes:

1. Payment plans are available on request. Please contact your Course Coordinator or Administrator before the course closing date for more details. Their contact details are listed on Page 1.
2. Scholarships or subsidies may be offered to eligible recipients.

### Compulsory attendance

If accepted into the course, you must agree to attend all the sessions. In the event of non-attendance, you will be required to attend contact days at a future course to make up the sessions missed. If you are unable to attend due to illness, a medical certificate is required.

### Coaching practice – supervising coach

Coaching practice is incorporated into “Module 1 – Coaching Tennis” of the Tennis Australia Development Coaching Course (Level 1) (*incorporating SIS30521 Certificate III in Sport Coaching*). During the course, candidates must complete 40 hours of practical coaching with junior players (Red, Orange & Green stage players). Confirmation of these hours is required through the completion of a coaching log sheet provided during the course. These hours must be completed under the guidance of a supervising coach at least Club Professional (Level 2) qualified.



### Number of course participants

The maximum number of candidates is 24. This ensures quality in delivery and learning experiences. The maximum Tennis Australia Coach Developer to participant ratio is 1:8 for on-court practical sessions.

### Assessment

All modules in this coaching course involve assessment. Opportunities to demonstrate competence are many and varied and include observation and demonstration of coaching session, written and oral questioning, peer assessment, roles players and projects.

The Tennis Australia Coach Developers will implement flexible assessment methods to allow those with special needs to undertake an alternative form of assessment. Should you have any special needs it is highly recommended you bring these to the attention of the Course Coordinator before the start of the course.



### Course completion

Course participants will have 12 months from the course start date to complete all units to a competent standard. If this is not achieved, an administration fee of \$350.00 (Inc. GST) will be incurred by the course participant and a course extension form issued. Following receipt of this payment and return of the extension form, the course deadline will be extended, but not exceed 24 months from the course start date.

### Course cost and payment plans

The course fee includes the cost of the Tennis Australia Development Coaching Course (Level 1) (*incorporating SIS30521 Certificate III in Sport Coaching*) \$1,541.00 (Inc. GST), plus Tennis Australia Coach Membership \$319.00 (Inc. GST) for a total cost of \$1,860.00 (Inc. GST).

Payment plans, which allow a participant to spread the course fee over multiple payments across the duration of the course, are available on request. In most cases part of the course fee will be due up front, with the remainder to be paid over instalments before the final on-court assessment date. Please contact your Course Coordinator or Administrator before the course closing date for more details and to request a payment plan.

### Tennis Australia refund policy

Upon acceptance into the Tennis Australia Development Coaching Course (Level 1) (*incorporating SIS30521 Certificate III in Sport Coaching*), candidates are required to pay the full course fees prior to the first day of the course. If you would like to discuss payment via instalments, please contact your Course Coordinator.

Fees paid by candidates may be refunded in the following circumstances and time frames:

- For withdrawals received in writing, after accepting a place in the course but before the first day of the course, fees will be refunded less a \$150.00 (Inc. GST) administrative fee.
- For withdrawals received after the course start date, no payments will be refunded.

### Recognition of Current Competence (RCC), Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Applicants are expected to attend all units. Applicants who believe they have current competence, credit transfers or recognition of prior learning in any unit of competency may apply for their Course Coordinator.

This process should be completed prior to beginning the Tennis Australia Development Coaching Course (Level 1) (*incorporating SIS30521 Certificate III in Sport Coaching*). No units will be waived or excluded in any other way. For more information about the process, please contact your Course Coordinator.

### Procedure for appeals and complaints

Tennis Australia actively encourages feedback and dialogue with our course participants as part of our continuous improvement philosophy. We established an equitable and transparent process for encouraging and dealing with feedback, complaints, grievances and appeals.

Our policy is governed by the following values and principles:

- All course participants shall have a clear opportunity to express their view on their learning experience, whether positive or negative.
- The process shall be transparent and no course participant shall perceive any disadvantage by expressing their views
- The complaint shall be dealt with at the level of occurrence with opportunity for escalation to hasten resolve
- Complaints that involve a breach of Tennis Australia national policies (e.g. Member Protection policy) shall be directed to the Tennis Australia Integrity team.
- Course participant feedback shall be dealt with in a timely, confidential manner and the participant shall be kept informed of progress.
- Course participant feedback will be analysed and trends built into the company's continuous improvement process so all course participants benefit from the learning of the feedback.



## Tennis Australia Coach Membership

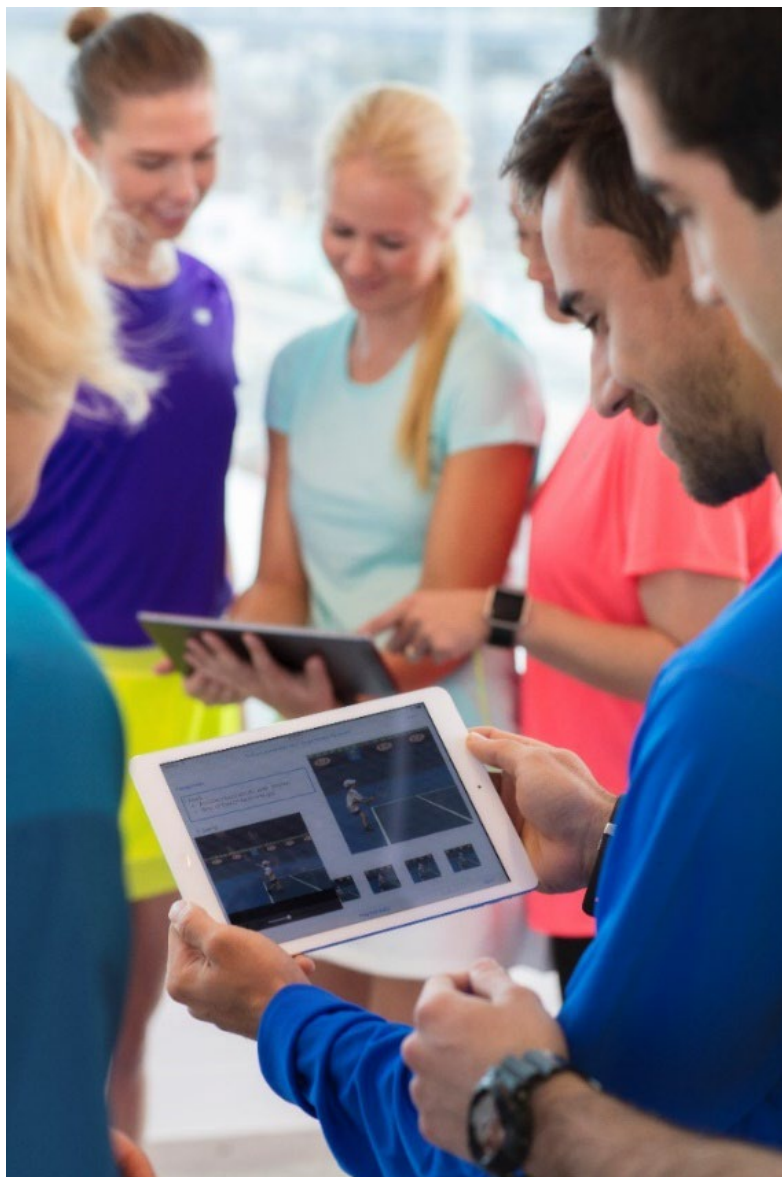
On acceptance into the Tennis Australia Development Coaching Course (Level 1) (*incorporating SIS30521 Certificate III in Sport Coaching*), you may be eligible to receive a complimentary Trainee Tennis Australia Coach Membership (if not already an existing member). Your complimentary membership, valued at up to \$218.00 (Inc. GST) will be valid for 24 months.

The Trainee Tennis Australia Coach Membership includes: Insurance \$30 Million Public Liability and \$10 Million Professional Indemnity and Personal Accident Cover, plus a wide range of benefits and resources.

Additional membership benefits will be available to you when you successfully complete the course and are required to upgrade to become a Qualified Tennis Australia Coach Member, valued at \$319.00 (Inc. GST). Among the many benefits are: access to the Tennis programs Hot Shots Tennis and Cardio Tennis, Tennis band, outdoor coaching signs, insurance, e-news, information services (eg. Coaches World e-newsletter), find a coach listing and much more.

For further information about Tennis Australia's services, programs or special offers, hit the net! Our website not only keeps you up-to-date with the latest local, national and international tennis news, it also outlines all Tennis Australia Coach Membership services and benefits.

T: 1800 PLAY TENNIS  
E: [play@tennis.com.au](mailto:play@tennis.com.au)  
W: [tennis.com.au/coaches](http://tennis.com.au/coaches)





# SUPERVISING COACH FORM

## Supervising Coach Information

**First Name:** \_\_\_\_\_ **Surname:** \_\_\_\_\_

**Mobile Number:** \_\_\_\_\_

**Tennis Australia Coach Qualification** (Please circle your highest achieved qualification - Must be a minimum Club Professional (Level 2):

Club Professional (Level 2) | Performance Business Professional (Level 3) | Performance Coach (Level 3) | Performance Leader (Level 4)

## Supervising Coach Commitment

By completing and signing this application form, I fully understand my role and commitment to \_\_\_\_\_ as their supervising coach. (insert course participant's name)

I agree to make all reasonable efforts to provide support and offer experiences to progress the course participant's coaching skills.

I agree to act professionally, ethically and to abide by Tennis Australia's National Policies, including the Member Protection Policy and the Coaches' Code of Conduct at all times.

The supervising coach is expected to assist the course participant in the following areas:

- session planning
- group & time management and communication
- session delivery and catering for the needs of individual players in each group
- assistance with analysis and improvement of technical and tactical skills of junior players
- assist in sourcing players for each of the following on-court assessments —
  - Development (Level 1): red stage (four players aged 5–8 years), orange stage (four players aged 8–10 years) and green stage (four players aged 10–12 years). These players should be able to maintain a basic rally appropriate to their stage.
  - Club Professional (Level 2): semi-private (two players, intermediate to advanced), group (four players, intermediate to advanced), private (one player, intermediate to advanced)
- submit a third party report which will provide additional evidence of the course participant's competency in a range of areas as demonstrated in their workplace (e.g., maintaining equipment). A template for this report will be provided.
- attend an online introduction session with the course participant on day one of the course

Should I have any questions and queries I will direct them to the Course Coordinator and work with them in making the coaching course experience as fulfilling as possible for the course participant.

## Privacy

To assist us in the provision of products and services, we need to collect personal information about you. When you provide personal information you agree that this will be used by Tennis Australia and other Australian Tennis Organisations under the terms of this statement, and the tennis privacy policy located at [www.tennis.com.au/privacy](http://www.tennis.com.au/privacy), which contains information about how you may access and seek correction of your personal information or complain about a breach of your privacy, and how we will deal with that complaint. If you do not agree, you must not provide your personal information, and you may be unable to access all of our products and services. Tennis Australia and other Australian Tennis Organisations may disclose your personal information to other parties, including our related companies, other Australian Tennis Organisations, and third parties who provide us services. From time to time, these third parties may be located (and therefore your personal information may be disclosed) overseas, including to the USA and the Netherlands and as otherwise specified in the Tennis privacy policy. Tennis Australia and other Australian Tennis Organisations may use and disclose your personal information for direct marketing purposes regarding the products and services you are signing up to receive, unless you opt-out (which you can do at any time in accordance with the tennis privacy policy).

**Supervising Coaching Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# TENNIS AUSTRALIA DEVELOPMENT COACHING COURSE (LEVEL 1)

(INCORPORATING SIS30521 CERTIFICATE III IN SPORT COACHING)

## 2025 VIC MELBOURNE SEPTEMBER - COURSE SCHEDULE

Day		Date	Time	Content	Mode
VC	Wed	27 Aug 2025	10:00am-11:30am	Introduction, Learning Outcomes & Expectations (Online learning session via the virtual classroom on Bounce)	Online
1	Mon	1 Sep 2025	7:30am-1:30pm	Module 1 – Coaching Tennis (Introduction / Coach Framework)	On-court
2	Mon	8 Sep 2025	7:30am-1:30pm	Module 1 – Coaching Tennis (Blue Stage)	On & off court
3	Mon	15 Sep 2025	7:30am-1:30pm	Module 1 – Coaching Tennis (Blue Stage / Red Stage 1)	On-court
4	Mon	6 Oct 2025	7:30am-1:30pm	Module 1 – Coaching Tennis (Red Stage 1 & 2)	On-court
5	Mon	13 Oct 2025	7:30am-1:30pm	Module 1 – Coaching Tennis (Red Stage 2 / Inclusion)	On-court
6	Mon	20 Oct 2025	7:30am-1:30pm	Module 1 – Coaching Tennis (Red Stage 3) Module 2 - Responsibilities of the coach (Managing Conflict)	On & off court
7	Mon	27 Oct 2025	7:30am-1:30pm	Module 1 – Coaching Tennis (Red Stage 3) Module 2 - Responsibilities of the coach (Risk & Integrity)	On & off court
8	Sun	9 Nov 2025	8:30am-4:30pm (*1 hour)	Module 1 – Coaching Tennis On-court assessments (Red Stage)	Video Assessment
9	Mon	17 Nov 2025	7:30am-1:30pm	Module 1 – Coaching Tennis (Orange Stage 1)	On-court
10	Mon	24 Nov 2025	7:30am-1:30pm	Module 1 – Coaching Tennis (Orange Stage 1)	On-court
11	Mon	16 Feb 2026	7:30am-1:30pm	Module 1 – Coaching Tennis (Orange Stage 2)	On-court
12	Mon	23 Feb 2026	7:30am-1:30pm	Module 1 – Coaching Tennis (Orange Stage 2) Module 2 - Responsibilities of the coach (Personal Development)	On & off court
13	Sun	1 March 2026	8:30am-4:30pm (*1 hour)	Module 1 – Coaching Tennis On-court assessments (Orange Stage)	On-court
14	Mon	2 March 2026	7:30am-1:30pm	Module 1 – Coaching Tennis (Green Stage 1)	On-court
15	Mon	16 March 2026	7:30am-1:30pm	Module 1 – Coaching Tennis (Green Stage 2)	On-court
16	Mon	23 March 2026	7:30am-1:30pm	Module 1 – Coaching Tennis (Adult Coaching / Cardio Tennis)	On-court
17	Mon	30 March 2026	9:00am-12:00pm	Module 2 - Responsibilities of the coach (First Aid)	Off-court
18	Sun	29 March 2026	8:30am-4:30pm (*1 hour)	Module 1 – Coaching Tennis On-court assessments (Green Stage)	On-court

**Notes:**

- This course schedule is subject to change
- To maximise the outcomes of the course, attendance at all sessions is compulsory
- If you are unable to attend a session, you must notify the Course Coordinator prior to the commencement of the course
- A medical certificate may be required if you are unable to attend any sessions due to illness





Tennis acknowledges the Traditional Custodians of the land on which we work, rest and play, and pay our respect to Elders past and present.