

Intermediate Coach Accreditation

Ready to get started on gaining your Intermediate Coach Accreditation? This step-by-step guide will walk you through enrolling in the three components of the accreditation in *Flex*, your learning and education hub.

Login to Gymnastics Australia and access the LMS	1
Enrol in the GA - Intermediate Coach Theory 1 (all gymsports) and GA - Intermediate Gymsport Coaching Accreditation - Theory 2	1
Upload your Intermediate Workbook	3
Enrol in the Intermediate Coaching Practical	4
Complete the Intermediate Face to Face Coaching Course	6

Login to Gymnastics Australia and access the LMS

1. Go to the Gymnastics Australia website by visiting <http://gymnastics.org.au>
2. In the top right-hand corner of the window, click **Sign In** this will take you to the sign in page. You will now need to sign in using your Technical Member ID as your username, and your Gymnastics Australia password. If you have forgotten your password, please contact support@gymnastics.org.au
3. Once you have signed in, click the top right-hand corner on the **Hi, Your Name** link to access your Gymnastics Australia account.
4. On the left side of the My Account page, under **Handy Links** click **Go to the LMS**

Handy Links



You can also click **Courses** in the grey menu bar to access the LMS.



5. You will then be taken to your LMS account, no sign in will be required.

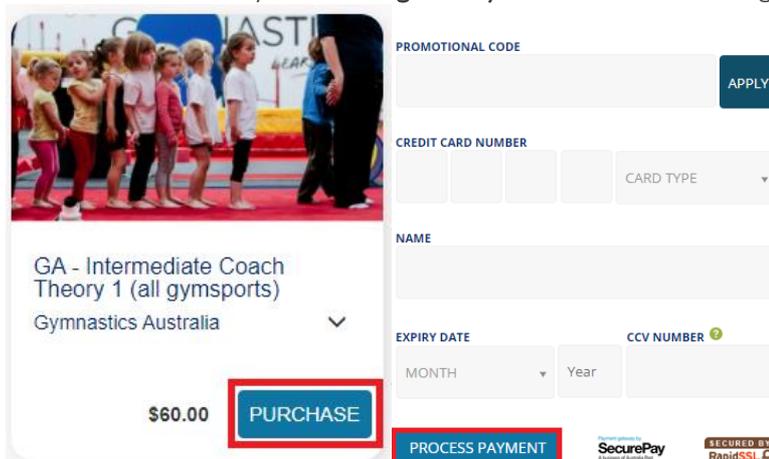
Enrol in the two online courses

The two online courses are the theory components of your Intermediate Coaching Accreditation. They include the **Online Intermediate Coaching Principles Course**, the **Intermediate Workbook**, and the **Online Intermediate Gymsport Coaching Course**. The theory components will need to be completed prior to enrolling in the practical.

1. Access the **Training Library** by clicking the Bookshelf icon  on the left-hand menu bar and locate the **Intermediate Coaching Accreditation Courses** category. Click **View Courses**.



2. You will first need to purchase **GA - Intermediate Coach Theory 1 (all gymspports)**. This contains the **Online Intermediate Coaching Principles Course** and the **Intermediate Workbook**.
3. Click **Purchase** under **GA - Intermediate Coach Theory 1 (all gymspports)**. You will then be prompted to enter your payment details; then click **Process Payment** to complete your enrolment. You'll then be taken to your **Training Library** and will be able to begin your course.



4. You can then purchase **GA - Intermediate Gymsport Coaching Accreditation - Theory 2**. This is the online theory component specific to your chosen Gymsport. In the **Intermediate Coaching Accreditation Courses** category of the Training Library, click **Purchase** under the tile for your gymsport's course (ie, if you are a WAG coach, select *GA - Intermediate WAG Coaching Accreditation - Theory 2*). Complete the purchase of your course as above.
5. You'll be emailed a copy of your receipt with your confirmation email.
6. You can access online courses you have just enrolled into through the **My Training** section of Flex. Access **My Training** by clicking the Notebook icon  on the left-hand menu bar.
7. Click **View** under the course you wish to complete and you'll be able to see the parts of the online course.
8. Click **Start** or **Resume** for the part of the course you wish to work through.

9. When you're ready to take a break from the course, make sure to click the **Exit** button located in the top left corner of the Flex window.



10. When you complete an Assessment Task or Quiz, make sure to click **Print Results** on the results page and save a copy for your records.

Upload your Intermediate Workbook

Uploading your Intermediate Workbook is now completed through the **My Training** page. You can access **My Training** by clicking the Notebook icon  on the left-hand menu bar.

If you are not already enrolled in GA – Intermediate Coach Theory 1 (all gymsports) this can be found and purchased in the **Training Library** tab ([click here for the how-to](#)).

1. In **My Training**, locate **GA – Intermediate Coach Theory 1 (all gymsports)**, and select **View**.
2. You will now see a list of all the online course components and the final tile will be the Intermediate Workbook, click **start** on this tile.



3. On the following page, click **Show Slides** and then **Take Assessment**.



4. A pop-up will open in a new window; select **Upload**. You can then select the file from your computer and upload the document. **Please note you can only upload one document**, if your workbook is in multiple files you'll need to combine them into one file.



Note: Save Progress
You will be automatically **logged out after 45 minutes** of inactivity. Please click the save progress button to reset your session.

Online Intermediate ACR - Workbook

Questions

Assessment
Click [here](#) to download the assessment workbook.

Once downloaded, please print the workbook, complete all questions (including by hand where needed), and upload the completed copy using the upload button below.

Please note your assessment will not be marked as proficient unless all questions are completed when uploaded. Please upload the document with your full name in the document title.

Upload

Submit Cancel

- When the file has finished uploading, make sure to click **Submit**.



Note: Save Progress
You will be automatically **logged out after 45 minutes** of inactivity. Please click the save progress button to reset your session.

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Please note your assessment will not be marked as proficient unless all questions are completed when uploaded. Please upload the document with your full name in the document title.

File Uploaded: Tom Finch Intermediate Workbook.pdf Clear File

Submit Cancel

- Your submission will be sent for approval, and you will receive an email when it has been accepted and approved. Please note that marking of any uploaded documents can take up to 10 business days.

Enrol in the Intermediate Coaching Practical

The practical component of your accreditation is the third and final part of your Intermediate Coaching Accreditation coursework. Rather than paying to enrol into a specific session or date of a course or workshop, you will be purchasing the practical course and then you will be able to choose the course date you wish to attend. Before you're able to do this, you'll need to have completed the theory components of your accreditation.

Event Enrolment

Locations

Courses

  My Enrolled Events

< **November 2020** >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 See all events	2	3 9a NT - Intermediate Jud	4	5	6	7 9a WA - Intermediate Co
8 See all events	9	10	11	12	13	14 See all events
15 8:30a ACT - Intermediate	16	17	18	19	20	21 8:30a QLD - Intermediate
22 See all events	23	24	25	26	27 9p WA - Advanced Tumb	28 See all events
29 See all events	30	1	2	3	4	5 9a VIC - Beginner Coach
6 See all events	7	8	9	10	11	12

- After clicking on the course you want to enrol in, select **Enrol** on the Event page, then select **Enrol** again on the pop-up and you will be enrolled in that session.
- You can see all events you're enrolled in on the **Event Enrolment** page by selecting **My Enrolled Events**.

Event Enrolment

Locations

  My Enrolled Events

- Should you be unable to attend a course, you are able to un-enrol yourself from a session and re-enrol into a future course date. This can be done by selecting **Un-enrol** on the event session. **Please note that if you choose to un-enrol yourself from an event, you may incur a late cancellation fee from your State or Territory Association. [Always contact your State/Territory Association before unenrolling from an event.](#)**

Complete the Intermediate Face to Face Coaching Course

- Attend the course on the day. In most cases, you'll need to bring a packed lunch. Keep an eye on your email prior to the course for notifications from your State / Territory Association.
- After attending and passing the Face to Face Course, you'll have completed all the Intermediate Coach Accreditation coursework and will be awarded the accreditation. This can take up to three weeks post course date.
- If you are unsuccessful in passing the assessments during the Face to Face Course, you will receive instructions on what to do next.

For questions about the Face to Face course, please contact your [State/Territory Association](#). For questions regarding Flex, please get in touch with education@gymnastics.org.au.