
TCAA INSTRUCTOR ACCREDITATION SELF-ASSESSMENT CHECKLIST

SECTION 1: Applicant Details

- ☐ Check you have your TCAA Membership Number accessible and that the membership is current.
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SECTION 2:

CATEGORY 1: Tai Chi Skills and Knowledge

1.1 Practical Tai Chi Skills

Requirement: Demonstrate sound Tai Chi skills through proficiency in foundational forms and techniques

SELECT AN OPTION:

☐ Option A: Self-Practice Under Mentorship

	Documents Prepared	Questions for the accreditation assessment panel prior to submission
☐ Written references or endorsements from recognized mentors/lineage holders		
☐ Documentation proving minimum 5 years OR 200 hours continuous practice		
☐ Detailed Tai Chi CV		

Notes:

☐ Option B: Competition Achievement

	Documents Prepared	Questions for the accreditation assessment panel prior to submission
☐ Competition certificates showing participation in THREE TCAA-recognized competitions		
☐ Documentation of medal placement (Top 3 finish)		
☐ Detailed Tai Chi CV		

Notes:

☐ Option C: Chinese Wushu Association Duan Wei Grading

	Documents Prepared	Questions for the accreditation assessment panel prior to submission
☐ Grading certificates for Level 4 and above		
☐ Detailed Tai Chi CV		

Notes:

☐ Option D: Video Assessment

	Documents Prepared	Questions for the accreditation assessment panel prior to submission
☐ Video submission (1-3 videos, max 5 minutes each)		
☐ Video is unedited/unaltered		
☐ Detailed Tai Chi CV		

Notes:

1.2 Theoretical Tai Chi Skills (Knowledge)

Requirement: Demonstrate adequate Tai Chi knowledge for Level 1.

SELECT AN OPTION:

☐ Option A: TCAA Online Examination

	Documents Prepared	Questions for the accreditation assessment panel prior to examination
☐ ONLINE Examination completed		
☐ Statutory Declaration completed that confirms you haven't had any assistance in completing the examination		

Notes:

☐ Option B: TCAA-Approved Theory Lessons

	Documents Prepared	Questions for the accreditation assessment panel prior to submission
☐ Certificate of completion from TCAA-approved provider		

Notes:

CATEGORY 2: Instructing Skills

2.1 Class Planning and Delivery

Requirement: Plan and deliver structured and effective classes

SELECT AN OPTION:

	Documents Prepared	Questions for the accreditation assessment panel prior to submission
☐ Certificate of completion from TCAA-recognized Instructor Training Program		
OR		
☐ Training Logs and Assessment results demonstrating competency from TCAA-recognized Instructor Training Program		

Notes:

2.2 Teaching Experience

Requirement: Demonstrate Tai Chi teaching experience (minimum 100 hours independent teaching)

SELECT AN OPTION:

☐ Option A: Teaching Summary

Must Reflect:	Documents Prepared	Questions for the accreditation assessment panel prior to submission
☐ Estimate of Number of classes taught		
☐ Average Number of students (must be more than one)		
☐ Overview of content covered		
☐ Student progression notes if available		
☐ Minimum 100 hours documented		

Notes:

☐ Option B: Student Testimonials/Feedback (Minimum of 3)

Must Reflect:	Documents Prepared	Questions for the accreditation assessment panel prior to submission
☐ Form and technique instruction		
☐ Philosophy integration		
☐ Movement correction		
☐ Individual student support		
☐ Minimum 100 hours confirmed		

Notes:

2.3 Safety and Risk Management

Requirement: Manage risk and ensure safety in Tai Chi classes

SELECT AN OPTION:

☐ Option A: TCAA Recognised Instructor Training Program

	Documents Prepared	Questions for the accreditation assessment panel prior to submission
☐ Certificate of completion from TCAA-recognized Instructor Training Program		

Notes:

☐ Option B: WHS Training with a Registered Training Organisation +
Basic Human Anatomy

	Documents Prepared	Questions for the accreditation assessment panel prior to submission
☐ WHS Certificate of Completion/Statement of Attainment by a Registered Training Organisation (no more than 10 years old)		

☐ Basic Human Anatomy documentation:

☐ Certificate of completion of relevant course		
OR		
☐ Documentation outlining experience/understanding of basic anatomy		

Notes:

☐ Option C: Risk Management + Human Anatomy Courses

	Documents Prepared	Questions for the accreditation assessment panel prior to submission
☐ Certificates of completion provided for relevant modules/courses by a Registered Training Organisation ((no more than 10 years old).		

Notes:

☐ Option D: Risk Management + Human Anatomy Experience

(Option only available if you work in medical, allied health, occupational health and safety, first aid training, fitness etc. fields)

Requirement: Specify what occupation/field you work in.

DOCUMENTATION OUTLINING EXPERIENCE/UNDERSTANDING IN:

	Documents Prepared	Questions for the accreditation assessment panel prior to submission
☐ Risk Assessment		
☐ Injury prevention		
☐ Basic human anatomy		
☐ Safe practice principles		

Notes:

CATEGORY 3: Professional Standards Compliance

3.1 Legal and Professional Requirements

Requirement: Comply with legal, professional, ethical standards

DOCUMENTATION YOU NEED TO SUPPLY:

- ☐ Professional Indemnity Insurance Certificate of Currency (current)
- ☐ Public Liability Insurance Certificate of Currency (current)
- ☐ Valid First Aid Certification: HLTAID011, 012, 013 or 014
- ☐ Current Working with Children Check (WWC) and Working with Vulnerable People if applicable
- ☐ Signed Statutory Declaration (downloaded from the TCAA Website Instructor Accreditation Application page) confirming:
 - ☐ All information supplied is true and correct
 - ☐ Any assessments undertaken in applying for accreditation have been completed solely by you
 - ☐ Agreement to maintain professional conduct
 - ☐ Agreement to follow TCAA Code of Conduct and Ethics, Terms and Conditions, including but not limited to the TCAA Liability Disclaimer and Limitation of Liability
 - ☐ Agreement to comply with all relevant Consumer Laws in Australia as they relate to misleading and/or deceptive conduct as well as misrepresentations in relation to services supplied and/or price

PLUS FOR:

EVALUATION OPTION A (Professional Instructor – ARHG Health Fund Provider Evaluated)

- ☐ Agree to abide by the National Code of Conduct for Health Care Workers
- ☐ Agree to adhere to the Private Health Insurance (Accreditation) Rules 2011, Rule 10 – treatments provided by other health care providers and Rule 11 – Premises where treatments are provided.

Notes:

3.2 Continuing Professional Development

Requirement:

Level 1 Professional Instructor

- Commitment to ongoing professional development (minimum 10 CPD points annually)

Evaluation Option A - Professional Instructor – ARHG Health Fund Provider Evaluated (ARHG HFPE)

- Commitment to ongoing professional development (minimum 20 CPD points annually)

DOCUMENTATION YOU NEED TO SUPPLY:

☐ Statutory Declaration agreeing to undertake ongoing professional development signed (The one Statutory Declaration downloaded from the TCAA Website Instructor Accreditation Application page will include this item)

☐ Signed Understanding of 10/20 CPD points required annually (The CPD Points Agreement can be downloaded from the TCAA Website Instructor Accreditation Application page)

Notes:

ADDITIONAL DOCUMENTATION REQUIREMENTS

GENERAL SUPPORTING EVIDENCE:

- ☐ Covering letter outlining your reason for applying for TCAA accreditation
- ☐ Photo identification (passport photo or similar)
- ☐ Current contact details
- ☐ Training history including style(s) practiced
- ☐ References (from mentors or students)
- ☐ Testimonials (from students)
- ☐ Additional qualifications to support your application
- ☐ Professional memberships to support your application
- ☐ Signed TCAA pre-filled Statutory Declaration

Notes:

PAYMENT OF FEES

FEES PAYABLE WITH APPLICATION:

- ☐ \$150 (if successful this covers your first 2 years of Accreditation)
- ☐ Additional \$50 if you selected the Video Assessment Pathway