

BCU Coaching

Training and Assessing the BCU (UKCC) Workforce

“The BCU UKCC Coach Educator and Assessor Scheme Level’s 1 – 3”

British Canoe Union

**Developed in Partnership with the BCU National Source Group for Canoeing
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British Canoe Union
18 Market Place
Bingham
Nottingham
NG13 8AP

UK Coaching

Tel: 0845 370 9500 or 0300 0119 500
Fax: 0845 370 9501
Website: www.bcu.org.uk
Email: coaching@bcu.org.uk

BCU National Source Group Document
Prepared by: Lara Tipper & Andy Murray
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Introduction

The BCU are developing a system of Coach Educators and Assessors to support the new BCU UKCC coaching awards scheme. This involves the development of two pathways:

1. **Coach Educator** *(Trains Coaches)*
2. **Coach Assessor** *(Assesses Coaches)*

The BCU UKCC Coach Educator pathway qualifies an individual to deliver the training components of the BCU UKCC, whilst the Coach Assessor Scheme develops assessors to run the assessment element of coaching awards.

This document explains both pathways and the development process required for educators and assessors to work on and run the training and assessment modules involved in BCU UKCC levels 1 – 3 in all disciplines. An explanation of the different types of educator and assessor, the courses they can run and the training they are required to undertake before being able to work on, or direct courses are included. The appendices include a summary of the criteria for specific roles, the opportunities available for coaches interested in working as educators and assessor and the person specifications.

The guidelines outlined here are subject to change as the BCU UKCC scheme develops. An updated version will appear on the BCU Website www.bcu.org.uk/coaching Please ensure you refer to this at all times.

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The BCU UKCC Coach Educator and Assessor Scheme Explained

Coach Educators and Assessors are trained to deliver training and assessment elements of the new BCU UKCC awards respectively. The scheme aims to provide relevant training opportunities and a developmental pathway to provide a skilled workforce to deliver the BCU UKCC. Underpinning this system is the philosophy that coaches can enter the Coach Educators and Assessors scheme at the level most appropriate to their skills and expertise and that the system will help to develop the coach educator and assessors' skills through training and mentored delivery.

Two types of Coach Educator;

1. Coach Tutor Works on specific BCU UKCC training Courses, under the guidance of a Training Director.
2. Training Director Runs specific coach training modules. The Training Director is an individual with the necessary skills and experience to deliver the highest quality training opportunities for individuals coming through the new BCU UKCC. They also have a training and assessment responsibility to Coach Tutors.

These Coach Educators are trained to deliver different types of training module depending upon their skills and expertise:

1. Generic Coach Module At levels 1 and 2 Core Coach Module and technical paddlesport specifics and taught together in a Generic Coach Module.
2. Core Coach Module The core modules include; session planning / programming, communication, health & safety, observation & analysis, organising people, equipment & resources, coaching styles, creating positive learning climates and the evaluation of performance.
3. Discipline Specific Modules Covers discipline specific skills and how to coach them.
4. Supporting Module Covers elements of additional training. For example first-aid and safety training is compulsory at level 2, whilst 8 credits need to be obtained from a number of optional modules. (Training to run these courses will vary depending upon the skills required).

Two types of Coach Assessor;

1. Coach Assessor Works on specific BCU UKCC Assessment Courses, under the guidance of an Assessment Director.
2. Assessment Director Runs specific coach assessment modules. The Assessment Director is an individual with the necessary skills and experience to conduct the highest quality assessment opportunities for individuals coming through the new BCU UKCC. They also have a training and assessment responsibility to Coach Assessors.

These Assessors are trained to deliver different types of assessment module depending upon their skills and expertise:

- Level 1 Coach Assessor

- Level 2 Coach Assessor
- Level 3 Discipline Specific Coach Assessor

Progress

In mid 2007, the BCU and Home Nations opened applications for the coach educator workforce. All Phase 1 coach educators were subsequently registered as Temporary Training Directors, being allowed to deliver Level 1 and/or Level 2 training courses. In addition, they were registered as Temporary Assessment Directors through APL based on previous assessor grades and registered to deliver Level 1 / 2 assessment courses as appropriate.

In early 2008 work commenced on the delivery of tutor training and orientations for candidates allocated to phase 2. Applications for Phase 2 Coach Educators (Tutors) closed on 1st December 2008 but work will continue into 2009 to ensure all candidates have an opportunity to join the scheme.

Also in 2009 we will commence work on the orientation of coach educators and assessors for the BCU UKCC Level 3 award as it comes on-stream.

Becoming a Coach Tutor

Unlike the previous BCU assessor scheme it is not necessary to start working on level 1 courses and progress sequentially through the system. You can enter the Coach Tutor system at the coach award level most suitable to your experience and qualifications as long as you have the prerequisites. This aims to direct new Coach Tutors into the scheme at the most appropriate level.

Stage 1: Apply to the BCU Coaching Department for entry into the scheme:

Applications will specify which BCU UKCC modules you wish to work on and will only be considered from coaches who hold the pre-requisite coach award (see page 12) and have either attended the BCU UKCC Coach Module they wish to deliver, or have observed it.

The BCU will accept your application based on demand for Coach Tutors and your suitability relating to the Coach Tutor person specifications; this includes relevant paddling, coaching and tutoring experience.

Notes: Applications were open in Phase 1 and 2 from Summer 2007-1st December 2008. Applications for a further phase will not open in the immediate future. Applications for tutors of supporting modules are made directly to Home Nation Associations.

Stage 2: Developing Tutoring Skills:

Once your application has been accepted you need to:

- Either Attend BCU Tutor Training (2 days)
- Or Attend the Sports Coach UK Tutor Training
- Or Complete the 1st4sport Course in Tutoring Sport
- Or Apply for exemption based on APL (See pages 11 & 12)

An action plan will be included in your acceptance letter. (In very exceptional cases, where your skills do not match the person specifications, you may be asked to complete elements of an agreed action plan before being granted Coach Tutor Status).

Stage 3: Developing Tutoring Skills:

Attend the BCU Orientation Course for the module you have been registered to tutor. Following completion of the orientation, you will be registered as a Temporary Tutor of the award.

Stage 4: Mentored Delivery

As a Temporary Tutor, you may work alongside any (Temporary) Training Director to deliver the training you are registered for.

Stage 5: Coach Educator Portfolio

In order for existing Temporary Tutors to progress to full tutor status, they must return a completed Coach Educator Portfolio (CEP) to their Home Nation. This is assessed and approved against the Programme Learning Outcomes. Coach Educator Portfolios must be submitted to Home Nation within 3 years of training (i.e. 3 years from tutor training)

Once registered, Tutors need to deliver a minimum of 2 courses per 3 years period – if they don't achieve this they will lose their tutoring status.

Once you have completed stage 1 and 2 you can then apply for Coach Tutor Status for other Coach Training Courses. Again, these applications will be considered from coaches who hold the pre-requisite coach award and have attended the orientation for the relevant Coach Module. The BCU will accept your application based on demand for Coach Tutors and your suitability relating to the Coach Tutor person specifications; this includes relevant paddling, coaching and tutoring experience.

Progressing from Coach Tutor to Training Director

As long as you meet the update requirements, you can remain as a Coach Tutor for as long as you wish, or choose to work towards becoming a fully qualified Training Director. The journey to Training Director should happen naturally as you gain experience as a Coach Tutor. It is not the intention that all Coach Tutors will aspire to Training Director Status. For example, a current Sea A3 may very quickly progress from Coach Tutor to Training Director for the Level 3 Sea training module, but remains as a Coach Tutor at level 1 and 2. After a few years of delivery they may find that they have naturally gained the necessary skills and experience and be ready for Training Director sign off for these courses.

Before you can apply for Training Director status you need to meet six criteria (For specific details see page 12):

1. Hold the relevant Coach Award.
2. Hold specific Coach Tutor Status.
3. Complete a period of mentored delivery that meets your individual needs, by working on relevant courses alongside a qualified Training Director(s). This should include leading a course as a first staff, supervised by a qualified Training Director.

Once these 3 elements have been achieved Training Director Status can be applied for through the BCU Coaching Department. The BCU will accept applications based on demand, from individuals with relevant experience in relation to specific person specifications.

If accepted, candidates must then complete:

4. Assessed delivery - Once the potential Training Director has achieved the necessary pre-requisites, and undergone a period of mentored delivery that takes them to the standard required, they will be assessed operating at that level by a current qualified Training Director.
5. Receive a satisfactory Quality Assurance visit, conducted by Home Nation Quality Assurance Officer
6. Complete a satisfactory tutor assessment such as Coaching and Tutoring Sport Assessment, the 1st4sport Certificate in Tutoring sport or equivalent or apply for APL.

On successful completion of the above, a contract will be offered for 3 full calendar years (until 1st Jan, for 3 years+). Training Directors need to deliver a minimum of 2 courses for the period of contract – if they don't achieve this they will be registered as Level 1 Coach Tutors.

Progressing from Temporary Training Director to Training Director

During Phase I of the programme (2007 and 2008), the BCU appointed a number of Temporary Training Directors (TTDs) based on previous experience and qualifications. These TTDs have been able to deliver coach education courses whilst gathering evidence towards their coach educator portfolio.

All phase 1 TTDs have also been granted APL based on previous assessor grades and are also registered as Temporary Assessment Directors

In order to progress to Training Director Status, TTDs must complete the following requirements.

Stage 1: Attend Orientation

Attend the BCU Orientation Course for the module you have been registered to tutor. Following completion of the orientation, you will be registered as a Temporary Training Director of the award

Stage 2: Mentored Delivery:

As a Temporary Training Director, you must first work alongside or observe another TTD who has previously delivered the course. You may then act as a TTD to deliver the training you are registered to deliver.

Stage 3: Coach Educator Portfolio

Return a completed Coach Educator Portfolio (CEP) to their Home Nation. This is assessed and approved against the Programme Learning Outcomes. Coach Educator Portfolios must be submitted to Home Nation within 3 years of initial training (i.e. 3 years from orientation)

Stage 4: Quality Assurance Visit

Receive a satisfactory Quality Assurance visit, conducted by Home Nation Quality Assurance Officer. There may be a fee charged for this visit if the purpose of the visit is towards Training Director registration.

Stage 5: Tutoring Assessment

Complete a tutor assessment such as Coaching and Tutoring Sport Assessment, the 1st4sport Certificate in Tutoring sport or equivalent or apply for APL. This assessment may be carried out at the same time as the QA visit (Stage 4). The assessment need not be conducted delivering UKCC Coaching Awards.

On successful completion of the above, a contract will be offered for 3 full calendar years (until 1st Jan, for 3 years+). Training Directors need to deliver a minimum of 2 courses for the period of contract – if they don't achieve this they will be registered as Coach Tutors.

In addition, Temporary Training Directors:

- Need to deliver a minimum of 1 Level 1 Training Course before 31st December 2009. Failure to achieve this will result in re-registration as a Temporary Level 1 Tutor.
- Need to deliver a minimum of 1 Level 2 Training Course before 31st December 2010. Failure to achieve this will result in re-registration as a Temporary Level 2 Tutor.
- Delivery can include Course Director, Second Member of Staff, or as Active observation of a full Course as an additional member of staff.

Tutor Training Courses

The requirement is for all Coach Tutors is to:

- Either Attend BCU Tutor Training (2 days)
- Or Attend the Sports Coach UK Tutor Training Course
- Or Attain the 1st4sport Certificate in Tutoring Sport
- Or Apply for exemption based on APL

The requirement is for all Training Directors is to:

- Either Attain the 1st4sport Certificate in Tutoring Sport
- Or Apply for exemption based on APL

What is the BCU Tutor Training?

This is a 2 day programme delivered by Home Nations and includes the following topics:

- Roles in coach education
- Managing Coaching Sessions
- Understanding Coach Education
- Delivering Coach Education
- Creative and Innovative Learning Environments
- Delivering a multi-objective Learning Session

What is the Sports Coach UK Tutor Training?

This is a three-day programme made up of 5 modules:

- Delivering a learning session
- Learning principles into practice
- Facilitation skills
- Tailoring and developing learning
- Classroom based facilitation

The three-day programme can lead to the Certificate in Tutoring Sport.

What is the Certificate in Tutoring Sport?

This is a level 3 qualification certificated by 1st4sport qualifications. To achieve the Certificate in Tutoring Sport a portfolio of evidence will need to be presented alongside a practical delivery assessment. The assessment will be performed by an independent assessor. The portfolio will include:

- Learning plans (completed during and after the training course).
- Observation Checklists (completed by the trainer and assessor).
- Self-evaluation forms (completed during and after the training course).
- Oral questioning and professional discussion (completed by the trainer and assessor).
- An Action plan (agreed upon completion of the training course and post assessment).

You can apply for exemption based on APL if:

1. You hold a recognised teaching qualification & have maintained your teaching skills and knowledge. You will need to provide evidence that you have maintained skills and abilities through regular teaching. (If you hold a recognised teaching qualification but are unable to provide evidence of regular teaching then you can take part in the Sports Coach UK Tutor Training course, take the Certificate in Tutoring Sport Assessment, or apply for exemption based on other factors).
2. You tutor regularly but do not hold a recognised teaching qualification you can apply for exemption based on APL if you can provide evidence that you have achieved the necessary learning outcomes by mapping your training / educational experience against the relevant ENTO standards (see below).
3. You hold a BCU level 5 Coach award & have evidence of current coaching / tutoring experience. (If you are unable to provide evidence of experience then you can either take part in the Sports Coach UK Tutor Training course or take the Certificate in Tutoring Sport Assessment, or apply for exemption based on other factors).

The Coach Educator Training and Certificate in Tutoring Sport qualification programmes are mapped to the following National Occupational Standards for Learning and Development:

- **L3** Identify individual learning aims and programmes
- **L5** Agree learning programmes with learner
- **L6** Develop training sessions
- **L7** Develop learning materials
- **L8** Manage the contribution of other people to the learning process
- **L9** Create a climate that promotes learning
- **L10** Enable learning through presentations
- **L11** Enable learning through demonstrations
- **L12** Enable individual learning through coaching
- **L13** Enable learning through group learning
- **L16** Monitor and review progress with learners
- **L18** Respond to changes in learning and development
- **A1** Assess candidates using a range of methods
- **G3** Evaluate and develop own practice

Applications for exemption based on APL will need to be supported by:

Either A copy of relevant teaching qualification (if appropriate) and evidence of currency.

Or Evidence that you have achieved the necessary learning outcomes by mapping your training / educational experience against the relevant standards listed above.

Application forms and mapping documents are available from the BCU.

Any candidate who qualifies to APL will need to attend a one-day BCU Tutoring Workshop that acts as an update of their skills and provides the specific skills required to Tutor the BCU UKCC Coach Education Courses.

Becoming a Coach Assessor

Unlike the previous BCU assessor scheme it is not necessary to start working on level 1 courses and progress sequentially through the system. You can enter the Coach Assessor system at the coach award level most suitable to your experience and qualifications as long as you have the prerequisites. This aims to direct new Coach Assessors into the scheme at the most appropriate level.

Stage 1: Apply to the BCU Coaching Department for entry into the scheme (From Jan 1st 2007):

Applications will specify which BCU UKCC modules you wish to work on and will only be considered from coaches who hold the pre-requisite coach award .

The BCU will accept your application based on demand for Assessors and your suitability relating to the Coach Assessor person specifications; this includes relevant paddling, coaching and assessing experience.

Stage 2: Developing Assessor Skills using a range of methods:

Once your application has been accepted you need to complete an action plan to include:

- Either Attend the Sports Coach UK Assessor Training
- Or Complete the national standards for assessment A1 or A2 Assessor Units
- Or Take the 1st4sport Certificate in Assessing Sport (not recognised in Scotland)
- Or Apply for exemption based on APL (See page 17)
- Or BCU Assessor Training Course (currently in development)

Note: Assessors in Scotland may require specific qualifications to meet the requirements of the Scottish Qualifications Authority. Further details will be provided in your action plan or are available from the SCA.

Stage 3: Register as an Assessor:

Upon completion of stage 2, you must register as an assessor with the BCU Awarding Body. Assessors completing 'A' units in Scotland will automatically be registered with SQA.

Once these stages have been completed, Coach Assessor Status will be granted and work can start, under the guidance of a Assessment Director, on the specific modules in which you have trained. (In very exceptional cases, where your skills do not match the person specifications, you may be asked to complete elements of an agreed action plan before being granted Coach Assessor Status).

Once you have completed stage 1 and 2 you can then apply for Coach Assessor Status for other Coaching levels. Again, these applications will be considered as above.

Becoming a Assessment Director

As long as you meet the update requirements, you can remain as a Coach Assessor for as long as you wish, or choose to work towards becoming a fully qualified Assessment Director. The journey to Assessment Director should happen naturally as you gain experience as a Coach Assessor. It is not the intention that all Coach Assessors will aspire to Assessment Director Status. For example, a current Sea A3 may very quickly progress from Coach Assessor to Assessment Director for the Level 3 Sea award, but remains as a Coach Assessor at level 1 and 2. After a few years of delivery they may find that they have naturally gained the necessary skills and experience and be ready for Assessment Director sign off for these courses.

Before you can apply for Assessment Director status you need to meet the following criteria:

1. Hold the relevant Coach Award.
2. Hold specific Coach Assessor Status.
3. Complete a period of mentored assessment that meets your individual needs, by working on relevant assessment courses alongside a qualified Assessment Director.
4. Internal Verification – IV is conducted in accordance with the Awarding Body sampling strategy. In order to proceed to full registration as Assessment Director Status, a satisfactory IV report is required and may be scheduled in addition to the routine sampling process to avoid delay of Assessment Director status.

Once these elements have been achieved Assessment Director Status can be applied for through the BCU Coaching Department. The BCU will accept applications based on demand, from individuals with relevant experience in relation to specific person specifications. This includes relevant coaching and personal experience in the sport as well as tutoring, mentoring and assessing experience.

Note: Assessors in Scotland may require specific qualifications to meet the requirements of Scottish Qualifications Authority. Further details are available from the SCA.

Progressing from Temporary Assessment Director to Assessment Director

Temporary Training Directors allocated during phase 1 were granted APL from the assessor qualification requirements (stage 2 of 'becoming an assessor') based on previous BCU assessor training and qualifications and having met the learning outcomes of the sportscoachUK Assessor Training Course.

At the point of registration as Temporary Training Directors, they were also registered as Temporary Assessment Directors.

In order to progress to full registration as an Assessment Director:

1. Assessment Practice - Complete a period of assessment that meets your individual needs, by working on relevant assessment courses.
2. Either Attend the Sports Coach UK Assessor Training
Or Complete the national standards for assessment A1 or A2 Assessor Units
Or Take the 1st4sport Certificate in Assessing Sport (not recognised in Scotland)
Or BCU A4 Status
2. Internal Verification – IV is conducted in accordance with the Awarding Body sampling strategy. In order to proceed to full registration as an Assessment Director, a satisfactory IV report is required and may be scheduled in addition to the routine sampling process to avoid delay of Assessment Director status.

Registration as an Assessment Director will happen automatically following completion of stage 2.

Note: Assessors in Scotland may require specific qualifications to meet the requirements of Scottish Qualifications Authority. Further details are available from the SCA. This requirement must be fulfilled prior to registration as an Assessment Director.

Assessor Training

The requirement is for all Coach Assessors is to:

- Either Attend the Sports Coach UK Assessor Training Course
- Or Complete A1 or A2 Assessor units
- Or Attain the 1st4sport Certificate in Assessing Sport
- Or Apply for exemption based on APL
- Or BCU Assessor Training Course (currently in development)

The requirement is for all Assessment Directors is to:

- Either Attain the 1st4sport Certificate in Assessing Sport
- Or Complete A1 or A2 Assessor units
- Or Apply for exemption based on APL

What are A1/A2 Units?

These units are the national standards as developed by the Employment National Training Organisation (EmpNTO) units and the successors to D32 and D33.

A1 - Assess Candidates Using a Range of Methods is for those Assessors who will assess NVQ candidates, using a variety of different methods.

A2 - Assess Candidates' Performance through Observation is for those Assessors who will ONLY use observation as a method.

What is the Sports Coach UK Assessor Training?

This is a two-day programme made up of 2 modules:

Module 1 - Assessment principles into practice

- be introduced to the concept of assessment
- conduct a self benchmarking against the assessor competence framework
- work progressively and interactively through the phases of assessment
- use questioning and listening during assessment
- reflect on own practice
- negotiate and agree a personal development plan

Module 2 –Assessment practice

- have the opportunity to conduct assessments in a simulated situation working with 'live' coaches and participants OR
- have the opportunity to practice your assessor skills and have your performance reviewed against the assessor competences
- receive assessor feedback
- negotiate and agree a personal development plan

The two-day programme can lead to the Certificate in Assessing Sport...

What is the Certificate in Assessing Sport?

This is a level 3 qualification certificated by 1st4sport qualifications. To achieve the Certificate in Assessing Sport a portfolio of evidence will need to be presented alongside a practical delivery assessment.

You can apply for exemption based on APL if:

1. You hold a recognised teaching qualification & have maintained your teaching skills and knowledge. You will need to provide evidence that you have maintained skills and abilities through regular teaching. (If you hold a recognised teaching qualification but are unable to provide evidence of regular teaching then you can take part in the Sports Coach UK Tutor Training course, take the Certificate in Tutoring Sport Assessment, or apply for exemption based on other factors).
2. You hold a D32 / D33 / A1 qualification & have maintained your assessing skills and knowledge. You will need to provide evidence that you have maintained skills and abilities through regular assessing. (If you are unable to provide evidence of regular assessing then you can take part in the Sports Coach UK Assessor Training course, take the Certificate in Assessing Sport Assessment, or apply for exemption based on other factors).
3. You assess regularly, but cannot APL via point 1 or 2, you can apply for exemption based on APL if you can provide evidence that you have achieved the necessary learning outcomes by mapping your training / educational experience against the relevant ENTO standards (see below).
4. You have attended the BCU assessor training day and have maintained your assessing skills and knowledge. You will need to provide evidence that you have maintained skills and abilities through regular assessing.

The Coach Assessor Training and Certificate in Assessing Sport qualification programmes are mapped to the following National Occupational Standards for Learning and Development:

- L16 Monitor and review progress with learners
- A1 Assess candidates using a range of methods
- G3 Evaluate and develop own practice

Applications for exemption based on APL will need to be supported by:

Either A copy of relevant certification (if appropriate) and evidence of currency.

Or Evidence that you have achieved the necessary learning outcomes by mapping your training / educational experience against the relevant standards listed above.

Application forms and mapping documents are available from the BCU.

Any Coach Assessor who qualifies to APL ScUK Assessor Training may need to attend a one-day BCU Assessing Workshop that updates the skills and provides specific training required to assess the BCU UKCC Coach Awards.

Update / CPD requirements

In order to maintain Coach Tutor / Assessor / Training Director / Assessment Director Status, providers must fulfil the delivery requirements and meet the terms of their contract.

For Assessors and assessment directors this will include

- Meeting the internal verification requirements of the current time.
- Attendance at one BCU Coach Assessor Update event through the regional update forums, or annual UK assessor forums, or Assessor Standardisation Meeting, within each three-year cycle. These forums will be held across the UK to provide update, CPD and networking opportunities. A CPD log should be maintained for Awarding Body External Verification Audits
- Undertake at least one peer-reviewed delivery must take place every three years for each course qualified to deliver.

See BCU Approved Delivery Centre Handbook for more details

Job Description and Person Specification outline for the role of BCU Coach Tutor

Job Title: Coach Tutor
Reports to: BCU / Home Nation Coaching Service
Based at: UK-wide

Overall Purpose:

1. To support Training Directors in the delivery of Coach Education Training Courses
2. To provide training as per the relevant learning programme requirements.

The training provision will centre on the delivery of the core coaching modules and discipline specific modules at the level of endorsement attained.

Key Responsibilities:

- To deliver the training courses associated with the above as and when required to do so.
- To work with and support the Home Nation delivery centres in the delivery of Coach Education.
- To support, advise and mentor candidate coaches in their development through the coach pathway.
- To attend, and contribute to, training and standardisation meetings, workshops and other update events as required

Personal Profile

- **Teamwork** - Have strong interpersonal skills and the ability to operate as a team player.
- **Communication** - Be able to communicate effectively with a wide range of people. Is skilled in communicating through various media, has excellent presentation skills. Is competent in the language used for assessment (or has access to appropriate guidance and training).
- **Integrity** - Be fair and equitable, ethical and honest. Treats people with respect, is candid, and protects confidential information. Adheres to BCU policies and demonstrates loyalty to the BCU and the team. Supports equality of opportunity.
- **Problem Solving** - Be a clear thinker able to approach tasks in a systematic and logical manner. Have excellent problem solving skills.
- **Open Mindedness** - Be able and willing to take and offer advice. Is willing to learn, develop and grow

Experience

- Have been in a training role as a coach.
- Have experience of training and awarding systems and procedures
- Have knowledge and experience of working with qualifications

Skills, Abilities and Competencies

- Should be a minimum of a BCU Level 3 coach and or have experience of Coach Educator Training.
- Have the ability to write and speak in plain English and to use language that is free from bias and appropriate to the UKCC qualifications
- Have competence in the subject matter of the UKCC qualifications
- Have excellent analytical and customer care skills.
- After training, have the ability to make accurate judgements about the standard of candidates' coaching performance and development needs.

Knowledge and Understanding

- Of the BCU as National Governing Body and the Structure of Paddlesports.
- Of National Governing Bodies and their role within sport.
- A clear knowledge of the role and skills of the Coach Educator.

Education and Qualifications

See Documents '**The BCU UKCC Training and Assessing the BCU UKCC Workforce**' for an outline of experience, qualifications and Accredited Prior Learning (APL) and Accredited Prior Experiential Learning (APEL) Opportunities for coaches wishing to become Coach Educators and Assessors

Tutor Delivery Requirements

- Tutors need to deliver a minimum of 2 courses per 3 years period – if they don't achieve this they will lose their tutoring status.

Job Description and Person Specification outline for the role of BCU Coach Assessor

Job Title: Coach Assessor
Reports to: BCU / Home Nation Coaching Service.
Based at: UK-wide

Overall Purpose:

1. To Provide BCU Coach Assessment in support of an Assessment Director.
2. To provide Coach Assessment as per the relevant criteria and learning programme requirements.

Assessments will centre on the criteria and learning programme outcomes for the Coach levels at the level of endorsement attained.

Key Responsibilities:

- To provide assessment opportunities as and when required to do so.
- To work with and support Home Nation delivery centres and Assessment Directors in the Assessment of candidate coach's.
- To support, advise and mentor candidate coaches in their development through the coach pathway.
- To attend, and contribute to, standardisation meetings, workshops and other update events as required
- To maintain robust and valid administrative practices and records for courses and candidates and maintain all relevant communications.
- To contribute to the development and updating of guidance and support materials for use with the awarding body's qualifications
- To comply with the assessment and internal verification procedures

Personal Profile

- **Teamwork** - Have strong interpersonal skills and the ability to operate as a team player.
- **Communication** - Be able to communicate effectively with a wide range of people. Is skilled in communicating through various media, has excellent presentation skills. Is competent in the language used for assessment (or has access to appropriate guidance and training).
- **Integrity** - Be fair and equitable, ethical and honest. Treats people with respect, is candid, and protects confidential information. Adheres to BCU policies and demonstrates loyalty to the BCU and the team. Supports equality of opportunity.
- **Problem Solving** - Be a clear thinker able to approach tasks in a systematic and logical manner. Have excellent problem solving skills.
- **Open Mindedness** - Be able and willing to take and offer advice. Is willing to learn, develop and grow
- **Experience** - Have experience of training and awarding systems and procedures.

Skills, Abilities and Competencies

- Should be a minimum of a BCU Level 3 coach and or have experience of Coach Educator Training.
- Have the ability to write and speak in plain English and to use language that is free from bias and appropriate to the UKCC qualifications
- Have competence in assessment and awarding systems and procedures. Have competence in the subject matter of the UKCC qualifications
- Have excellent analytical skills and customer care skills.
- After training, have the ability to make accurate judgements about the standard of candidates' coaching performance and development needs.

Knowledge and Understanding

- Of the BCU as National Governing Body and the Structure of Paddlesports.
- Of National Governing Bodies and their role within sport.
- A clear knowledge of the role and skills of the Coach Assessor.

Education and Qualifications

See Document '**The BCU UKCC Training and Assessing the BCU UKCC Workforce**' for an outline of experience, qualifications and **Accredited Prior Learning (APL)** and **Accredited Prior Experiential Learning (APEL)** Opportunities for coaches wishing to become Coach Educators and Assessors

Job Description and Person Specification outline for the role of BCU Training Director

Job Title: Training Director
Reports to: BCU / Home Nation Coaching Service
Based at: UK-wide

Overall Purpose:

1. To lead in the delivery of BCU Coach Education Training Courses as required and as per the relevant learning programme.
2. To provide training as per the relevant learning programme requirements.

The training provision will centre on the delivery of the core coaching modules and discipline specific modules at the level of endorsement attained.

Key Responsibilities:

- To deliver the training workshops associated with the above as and when required to do so.
- To work with and support the Home Nation delivery centres in the delivery of Coach Education.
- To support, advise and mentor candidate coaches in their development through the coach pathway.
- To support, advise and mentor aspirant tutors to the BCU's Coach Education Scheme to ensure consistent application of best practice.
- To attend, and contribute to, training and standardisation meetings, workshops and other update events as required
- To maintain robust and valid administrative practices and records for courses and candidates and maintain all relevant communications.
- To contribute to the development and updating of guidance and support materials for use with the awarding body's qualifications

Personal Profile

- **Teamwork** - Have strong interpersonal skills and the ability to operate as a team player.
- **Communication** - Be able to communicate effectively with a wide range of people. Is skilled in communicating through various media, has excellent presentation skills. Is competent in the language used for assessment (or has access to appropriate guidance and training).
- **Integrity** - Be fair and equitable, ethical and honest. Treats people with respect, is candid, and protects confidential information. Adheres to BCU policies and demonstrates loyalty to the BCU and the team. Supports equality of opportunity.
- **Problem Solving** - Be a clear thinker able to approach tasks in a systematic and logical manner. Have excellent problem solving skills.
- **Open Mindedness** - Be able and willing to take and offer advice. Is willing to learn, develop and grow

Experience

- Have 3 – 5 years in a training role for the BCU or in a similarly related role.
- Have experience of training and awarding systems and procedures
- Have knowledge and experience of working with qualifications and National Occupational Standards
- Have experience of working with an Awarding Body or within a related training environment

Skills, Abilities and Competencies

- Should be a minimum of a BCU Level 3 coach and or have experience of Coach Educator Training.
- Should have experience of and be able to deliver training via a range of mediums and media.
- Have the ability to write and speak in plain English and to use language that is free from bias and appropriate to the UKCC qualifications
- Have competence in assessment and awarding systems and procedures
- Have competence in the subject matter of the UKCC qualifications
- Have excellent analytical and customer care skills.
- After training, have the ability to make accurate judgements about the standard of candidates' coaching performance and development needs.

Knowledge and Understanding

- Of the BCU as National Governing Body and the structure of Paddlesports.
- Of National Governing Bodies and their role within sport.
- A clear knowledge of the Coaching Process Educator Training.
- A clear knowledge of the role and skills of the Coach Educator.

Education and Qualifications

See Documents '**The BCU UKCC Training and Assessing the BCU UKCC Workforce**' for an outline of experience, qualifications and **Accredited Prior Learning (APL)** and **Accredited Prior Experiential Learning (APEL)** Opportunities for coaches wishing to become Coach Educators and Assessors

Training Director Delivery Requirements

- Training Directors need to deliver a minimum of 2 courses for the period their contract – if they don't achieve this they will be registered as Coach Tutors.

Job Description and Person Specification outline for the role of BCU Assessment Director

Job Title: Coach Assessor
Reports to: BCU / Home Nation Coaching Service.
Based at: UK-wide

Overall Purpose:

1. To lead in the delivery of BCU Coach Assessment.
2. To provide Coach Assessment as per the relevant criteria and learning programme requirements.

Assessments will centre on the criteria and learning programme outcomes for the Coach levels at the level of endorsement attained.

Key Responsibilities:

- To provide assessment opportunities as and when required to do so.
- To work with and support the Home Nation delivery centres in the Assessment of candidate coach's.
- To support, advise and mentor candidate coaches in their development through the coach pathway.
- To support, advise and mentor aspirant assessors to the BCU's Coach Assessor Scheme to ensure consistent application of best practice.
- To attend, and contribute to, standardisation meetings, workshops and other update events as required
- To maintain robust and valid administrative practices and records for courses and candidates and maintain all relevant communications.
- To contribute to the development and updating of guidance and support materials for use with the awarding body's qualifications
- To comply with the assessment and internal verification procedures

Personal Profile

- **Teamwork** - Have strong interpersonal skills and the ability to operate as a team player.
- **Communication** - Be able to communicate effectively with a wide range of people. Is skilled in communicating through various media, has excellent presentation skills. Is competent in the language used for assessment (or has access to appropriate guidance and training).
- **Integrity** - Be fair and equitable, ethical and honest. Treats people with respect, is candid, and protects confidential information. Adheres to BCU policies and demonstrates loyalty to the BCU and the team. Supports equality of opportunity.
- **Problem Solving** - Be a clear thinker able to approach tasks in a systematic and logical manner. Have excellent problem solving skills.
- **Open Mindedness** - Be able and willing to take and offer advice.
- Is willing to learn, develop and grow
- **Experience** - Have 3 – 5 years in a training and or assessment role for the BCU or in a similarly related role. Have experience of training and awarding systems and procedures. Have experience of assessment and awarding systems and procedures. Have knowledge and experience of working with qualifications and National Occupational Standards. Have experience of working with an Awarding Body or within a related assessment environment

Skills, Abilities and Competencies

- Should be a minimum of a BCU Level 3 coach and or have experience of Coach Educator Training.

- Should have experience of and be able to deliver assessment via a range of mediums and media.
- Have the ability to write and speak in plain English and to use language that is free from bias and appropriate to the UKCC qualifications/
- Have competence in assessment and awarding systems and procedures
- Have competence in the subject matter of the UKCC qualifications
- Have excellent analytical and customer care skills.
- After training, have the ability to make accurate judgements about the standard of candidates' coaching performance and development needs.

Knowledge and Understanding

- Of the BCU as National Governing Body and the Structure of Paddlesports.
- Of National Governing Bodies and their role within sport.
- A clear knowledge of the Coaching Process Educator Training.
- A clear knowledge of the role and skills of the Coach Educator.
- A clear knowledge of the role and skills of the Coach Assessor.

Education and Qualifications

See Document '**The BCU UKCC Training and Assessing the BCU UKCC Workforce**' for an outline of experience, qualifications and **Accredited Prior Learning (APL)** and **Accredited Prior Experiential Learning (APEL)** Opportunities for coaches wishing to become Coach Educators and Assessors

Glossary

APL	Accredited Prior Learning
Approved Coaching Centre	A centre or coach approved to deliver specific modules of BCU UKCC
Approved National Centre	A centre approved to run BCU UKCC Level 5 and/or Level 4 training courses, that combine the Core Coach and Discipline Specific modules
Assessment Director	e.g. Level 2 Coach Assessment Director. An individual trained to run coach Assessments
BCU Coach	e.g. BCU level 2 Coach. A coach qualified through the 'old' (pre 2007) BCU coaching scheme
BCU UKCC	The new BCU UKCC coaching award scheme
BCU UKCC Coach	e.g. BCU UKCC level 2 Coach. A coach qualified through the new BCU coaching award scheme
Coach Assessor	e.g. Level 3 Sea Coach Assessor. An individual trained to work on BCU UKCC coach assessments
Coach Assessor Scheme	The BCU UKCC Scheme for training people to assess new coaches
Coach Educator	People trained to deliver specific training elements of the BCU UKCC, either <u>Coach Tutors</u> or <u>Training Directors</u>
Coach Educator Scheme	The BCU UKCC Scheme for developing educators to train new coaches
Coach Tutor	An individual trained to work on specific coach training courses
Core Coach Module	Coach Training module that covers generic coaching skills, (for levels 3, 4 and 5).
Discipline Specific Modules	Coach Training module that covers discipline specific skills and how to coach them, (for levels 3, 4 and 5).
Generic Coach Module	Coach Training module that combines coaching skills and technical paddlesport specifics, (for Levels 1 and 2).
Level 2 Coach	A coach qualified through either a BCU UKCC coach or the BCU Coach scheme
National Trainer	An individual who Trains new Coach Tutors, Training Directors, Coach Assessors or Assessment Directors
ScUK Certificate in Tutoring Sport	A level 3 qualification certificated by 1 st 4sport qualifications. Achieved after attending the ScUK Tutor Training and completing the assessment requirements
ScUK Tutor Training.	3-day training course for individuals wanting to qualify as a Coach Tutor
Supporting Module	Coach Training module that covers elements of additional training
Training Director	An individual trained to run specific coach training courses
Temporary (Training Director or Tutor)	An individual who are completed training, but not yet been assessed in delivery.
Workforce	The generic term used to describe individuals who deliver coach education courses as on an employed or voluntary basis.

Further Information

Further copies of this document and related publications can be obtained from:

BCU Awarding Body
British Canoe Union
18 Market Place
Bingham
Nottingham
NG13 8AP

Tel: 0845 370 9500 or 0300 0119 500

Fax: 0845 370 9501

Website: www.bcu.org.uk

Email: coaching@bcu.org.uk

Governing Body contact details

Scottish Canoe Association www.canoescotland.com

Canoe England www.canoe-england.org.uk

Canoe Association of Northern Ireland www.cani.org.uk

Canoe Wales www.canoewales.com