

# Becoming a 4 Star Assessor



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## **Stage 1:** Obtain a 4 Star Assessor Log from Home Nation Association

The 4 Star Assessor Logbook is available to Discipline Specific Level 3 Coaches (or Coaches who have held UKCC Level 2 Coach for 3 years), who also hold 5 Star.

## **Stage 2:** Complete the 6 initial tasks laid out in the log, and return log to Home Nation Association

- BCU Level 3 Coach held (within specific discipline), (or UKCC Level 2 held for 3 years)
- Relevant BCU 5 Star Award held
- Coach update status valid
- Registered 3 Star Assessor (within specific discipline)
- Course Authorisation Number from a 3 Star Assessment Run
- Up-to-date (within 3 years) knowledge of the relevant 4 Star safety pre-requisite (this can be evidenced through a personal attendance certificate, or recognised equivalent as detailed in the specific award syllabi)

Once these tasks have been completed, the logbook is returned to the Home Nation.

## **Stage 3: Attend 4 Star Generic Assessor Training**

Once the tasks in Stage 2 have been completed, the logbook is returned to the Home Nation. When the logbook is received, the evidence is checked and authorised. The candidate is then able to book onto a 4 Star Generic Assessor Training Day, through their Home Nation Association.

Potential Assessors are expected to be familiar with the 4 Star Syllabi, Trainer Notes, Assessor Notes, and Star Award Guidance Notes prior to attending the 4 Star Assessor Training. This day is a classroom-based day, covering:

- A outline of the new Personal performance awards
- An overview of the **4 Star** Leaders Award including:
  - prerequisites
  - understanding of remit and venue
  - level of personal skill required
  - what leadership at this level means
  - skill acquisition
  - lesson observation forms and the use of
  - 4 Star theory and level
- Use of 4 Star Trainer and Assessor notes
- The Quality Assurance process
- General assessment and training principals
- 7 steps of assessment principal
- Exercises to re-enforce the 7 steps
- Use of skill acquisition and lesson observation forms for 4 Star

Any candidate who has attended an Assessor Training Day in the 'old' assessor scheme is able to request to APL this element of training through contact with their Home Nation Association. APL will be considered for any Coach with:

- A1 Status, where the Assessor Training Day has been attended within 3 years of the date of application.
- A1\* or Above Status

Once this course has been completed, it is valid for three years, and is valid for use in the process of becoming a 4 Star Assessor in any discipline. Any coach with 4 Star Assessor Status in one discipline, wishing to work towards the same in another discipline is also able to APL this element of training through contact with their Home Nation Association.

Once this has been completed, the candidate is able to progress to Stage 4.

#### **Stage 4: Attend 4 Star Discipline Specific Assessor Training**

Potential Assessors are expected to be familiar with the 4 Star Syllabi, Trainer Notes, Assessor Notes, and Star Award Guidance Notes prior to attending the 4 Star Assessor Training. This is a practical on the water day, looking at:

- The specific syllabus
- Required standards of personal performance and use of skill acquisition
- Forms of leadership and how leadership would be taught/assessed, along with assessment standards required
- Safety and Rescue: how safety and rescue skill are taught/assessed, and the assessment standards required

Once the 4 Star Generic Assessor Training Day has been attended, the potential assessor is able to attend the Discipline Specific Assessor Training. This may be booked at the same time as the 4 Star Generic Assessor Training.

At this training event, candidates and trainers will develop and agree a suitable action plan that serves to provide a relevant amount of experience to prepare the candidate for running their own 4 Star training courses, and 4 Star assessment courses.

Registered BCU 4 Star Assessors in one discipline are able to APL both elements of 4 Star Assessor Training in further disciplines (where they hold the prerequisites) and proceed directly to the mentored practice and assessment stages of gaining 4 Star Assessor status. Potential Assessors wishing to follow this route need to complete stages 1 and 2, and then request to APL the required 4 Star Assessor Training Courses. Once approved the Candidate develops their own action plan, and proceeds to stage 5.

#### **Stage 5: Complete individual action plan**

Candidates are then expected to work out in the field gaining the required experience. This will include the observation of others working, team teaching, being observed and eventually leading the whole training/assessment process. This will be influenced by the individual action plan established during Stage 4, but also the candidates own reflection.

### **Stage 6: Receive an Endorsement from a Registered 4 Star Assessor**

Once the candidate feels ready to progress to stage 7, they must first gain an endorsement from a registered 4 Star Assessor. This states the action plan has been completed and that they are confident that the candidate has run 4 Star training and assessment courses clearly showing all round competence and ability in accordance with the stated criteria. Once this endorsement is achieved, the logbook is returned to the Home Nation, with £39 registration fee, and re-evidence of the initial prerequisites (listed in Stage 2). Once approved candidates are authorised to proceed to an assessed delivery.

### **Stage 7: Be assessed running a 4 Star Assessment**

Once stage 6 is completed, candidates are required to contact an approved 4 Star Home Nation Trainer, and arrange an assessment. (A list of suitable 4 Star Trainers will be provided). Fees need to be agreed with the individual Home Nation Trainer. Whilst this may appear costly, it must be remembered that the income from paying clients is expected to raise sufficient funds to cover this cost. Candidates who are working as volunteers are advised to seek funding from their club or organisation to help cover these costs.

Potential Assessors will be assessed running all elements of the 4 Star Assessment. They will be expected to set the course up, administer it, direct the assessment, lead debriefs, and conclude any paperwork. Candidates will be assessed against a set of specific criteria – these are under development.

If the individual being assessed as a 4 Star assessor is poor, the Home Nation Trainer will step in and ensure the clients receive a fair 4 Star assessment.

If this element is successfully completed, the logbook is returned to their Home Nation where the evidence is checked and authorised, they will then be accredited as a 4 Star Assessor for the discipline concerned.

### **Remaining Current**

4 Star Assessors must continue to meet the Home Nation Association Update requirements in order to retain their assessor status. They are also expected to remain active delivering 4 Star training and assessment courses, whilst this is currently not policed, it is expected for assessors to work a minimum of 1 training, and 1 assessment course in each 3 year cycle. Where candidates do not meet this responsibility they are expected to either withdraw their status, or request a repeat assessment as per Stage 7.