

**Please return to: Maria Winfield, BCU, 18 Market Place, Bingham, Nottingham, NG13 8AP**

## BCU Level 5 Assessment Booking Form

Please enclose the following;

**1. Completed Level 5 C1**

This is returned to (stamped for assessment) after completion of your training course. The C1 is valid for three years from the date of training (unless otherwise stated)

**2. A copy of your valid first aid certificate**

minimum 2 days as per BCU Five Star Leader Award

**3. A copy of your action plan**

This is normally formulated during the Level 5 training course and re-aligned during contact with your Mentor

**4. Mentors letter of support and session narrative –**

Your Mentor is required to write a letter of support that includes:

- a formal recommendation for you to attend the specific assessment
- an endorsement that you have completed the relevant elements of your action plan
- a session narrative - this is written following a day where your Mentor observes you coaching. It is written by the Mentor as feedback for you, and requires a clear indication that Level 5 coaching behaviours were observed

**5. £100 Deposit**

**6. Level 5 Project**

The following will also be checked prior to accepting your booking;

1. You hold current comprehensive membership of the relevant Home Nation Association
2. Your trainee status is valid (or an extension has been granted)