National Unit Specification: general information

UNIT Deliver a Coaching Programme: Athletics (SCQF level 6)

CODE F2W6 12

SUMMARY

This Unit is a mandatory Unit within the National Progression Award (NPA) in Sports Coaching.

The purpose of this Unit is to develop the skills of the candidate in relation to the delivery of linked coaching sessions for a specific sport. The candidate is expected to deliver the coaching sessions covering the techniques required for the sport and also using a range of coaching styles. Candidates will enhance their ability to apply delivery strategies in order for participants' performance to develop.

This Unit is suitable for candidates who have previous experience of coaching this sport.

OUTCOMES

1 Prepare participants and others for the coaching programme.
2 Deliver the coaching programme with the involvement of participants.
3 Develop participants' performance within the coaching programme.
4 Conclude the coaching programme.

RECOMMENDED ENTRY

While entry is at the discretion of the centre, candidates would normally be expected to have attained one of the following, or equivalent:

- The Unit *Plan and Prepare a Series of Coaching Sessions* (SCQF level 5)
- The Unit *Coach Participants and Develop Personal Practice* (SCQF level 5)
- The competencies of the United Kingdom Coaching Certificate at level 2 award

Good skills in Communication would also be beneficial.

Administrative Information

Superclass: MA

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While entry is at the discretion of the centre, candidates would normally be expected to have attained one of the following, or equivalent:

CREDIT VALUE

1 credit at Higher (6 SCQF credit points at SCQF level 6*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

CORE SKILLS

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes for this Unit specification.

There is no automatic certification of Core Skills or Core Skill components in this Unit.

National Unit Specification: statement of standards

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Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit Specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

OUTCOME 1

Prepare participants and others for the coaching programme.

Performance Criteria

(a) Confirm the coaching programme and session goals with the participants and others.
(b) Establish whether the participants' level of experience and ability is appropriate for inclusion in the coaching programme.
(c) Establish whether the participants' are physically and mentally prepared for the demands of the programme.
(d) Support and encourage participants to undertake activities that are safe and effective.

OUTCOME 2

Deliver the coaching programme with the involvement of participants.

Performance Criteria

(a) Provide appropriate opportunities for the active involvement of all participants throughout the coaching programme.
(b) Use an appropriate range of techniques to motivate participants involved in the programme.
(c) Involve participants in identifying their own developmental and performance needs using a range of appropriate communication methods and styles.
(d) Involve participants in the selection, application and modification of the session in line with programme goals, participants' changing needs and new learning opportunities.
(e) Deliver planned sessions with timings, sequences, volume and intensity which are appropriate for the participants' level of development.
(f) Provide technically correct explanations and demonstrations throughout the coaching programme.

National Unit Specification: statement of standards (cont)

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OUTCOME 3

Develop participants' performance within the coaching programme.

Performance Criteria

(a) Observe and analyse participants' performance during the coaching programme.
(b) Apply and justify a range of intervention strategies and training methods to support participants' development.
(c) Use a range of coaching styles to encourage participants to develop and make decisions about their own performance.
(d) Provide coaching points and techniques during the coaching programme to address areas that require change or further development.

OUTCOME 4

Conclude the coaching programme.

Performance Criteria

(a) Support and encourage participants to select and undertake safe and effective activities to conclude sessions.
(b) Discuss with participants' their performance, progress and achievements using appropriate communication methods.
(c) Summarise the performance, progress and achievements which have been agreed with the participants.
(d) Ensure that the coaching environment is suitable for future use.

EVIDENCE REQUIREMENTS FOR THIS UNIT

Evidence is required to demonstrate that candidates meet the requirements of all Outcomes and Performance Criteria.

The assessment for this Unit must be conducted under supervised, controlled conditions. Assessment must also be conducted on two planned sessions of a training programme covering a minimum of eight weeks.

Performance evidence, supplemented by an assessor checklist and log of activities, is required to demonstrate that candidate has achieved all the Outcomes and Performance Criteria.

- Two assessor checklists must be used, one for each session and these must cover all Performance Criteria.
- The log must cover an eight week period and record the candidate's plans, evaluations and notes of all relevant information regarding their coaching and participants. Centres must ensure that the log is authenticated as the work of the candidate.

National Unit Specification: statement of standards (cont)

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The candidate must provide evidence of technically correct explanations and demonstrations (where appropriate) in accordance with S/NGB requirements.

As each session has an element of unpredictability, supplementary questions may be required to ensure all PCs are covered appropriately. When these are used, the questions asked, along with the responses made, should be recorded.

National Unit Specification: support notes

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This part of the Unit Specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

The purpose of this Unit is to develop the skills of the candidate in relation to the delivery of linked coaching sessions for a specific sport. If this Unit is delivered as part of the NPA in Sports Coaching, the Unit must be delivered in the same sports context as the other Units within the Group Award.

Within this Unit there is reference to 'others', this may include: other coaches, specialists, parents, support colleagues (eg Physiotherapist) etc.

Outcome 1

When considering the readiness of participants candidates should be aware of:

- mechanisms to assess readiness such as visual appearance, non-invasive testing, psychological inventories and diagnostic testing, questioning and discussion, participant self-monitoring tools
- the use and purpose of physical and mental preparation activities, including: building relationships, motivating participants, setting out participant/session/programme goals

Communication should include the following:

- timely, appropriate language and tone; non-threatening; relevant and personalised to participants; positive reinforcement ; range of verbal and non-verbal methods; use of different media and available technologies; encourage participant ownership and responsibility for training, development and/or competition
- motivational techniques to — aid development, for enjoyment, provide reward and feedback, develop commitment, enthusiasm and determination, enable participants to feel sense of achievement, develop potential
- feedback mechanisms — group/individual discussion, review/summary forms, written/verbal feedback, self-monitoring/reflection tools

Outcome 2

Candidates should be aware that coaching cannot take place without knowledge of the process of skill acquisition and should include the following:

- fundamental movement — balance, stability, movement and motion, forces, mechanical principles
- learning methods and theories; stages of learning and associated theories
- range of explanation and demonstration techniques — facilitative, participant centred, show and tell, chalk and talk

- explanations and demonstrations to improve technical, tactical, physical and mental ability; observation of performance related to skills, tactics and personal level of ability; use of relevant and available technologies, statistics and other data for performance analysis; cross sport examples/comparisons; identify and prioritise performance errors and correction mechanisms; re-set/redefine goals
- range of feedback mechanisms to improve performance — intrinsic and extrinsic feedback, knowledge of results and knowledge of performance

Candidates may require the knowledge of human body functions to support the coaching programme. The actual functions covered will depend on a variety of factors such as the actual sport which is being coached, the experience, age and gender of participants etc. The list below is however indicative:

- systems of the body — skeletal, muscular, cardiovascular, respiratory, digestive, neurological, response and adaptations to exercise and intervention strategies
- energy systems — aerobic, anaerobic, development of energy systems for performance
- nutrition — food types, nutrients (carbohydrates, proteins, fats, water, vitamins and minerals), nutrition for performance, weight management

Outcome 3

It is anticipated that the following should be covered:

- maintaining continuity and progression of participants' development to enable them to achieve their goals; supporting the achievement of programme goals; meeting the participants and others needs
- accounting for environmental changes and other contingencies
- introducing new learning opportunities; revising and set session/participant goals; revising programme according to coaching environment; accounting for potential increments/decrements in performance, rate of progression/development; ongoing monitoring/evaluation of progression; managing participants and others within sessions; supporting others in delivery of sessions and programme

Outcome 4

Concluding programmes should include:

- purpose and value within sessions — physical benefits, minimise injury, recuperate, relaxation, motivate, reflect, review, summarise
- methods — range of active and passive activities, question and answer sessions to reflect on session, coach/participant led
- procedures to ensure coaching environment suitable for future use — departure of participants in a manner appropriate to the situation and environment, with due regard for safety and duty of care, correct procedures for checking equipment and venue and reporting faults

National Unit Specification: support notes (cont)

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GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

If this Unit is delivered as part of the NPA in Sports Coaching, the Unit must be delivered in the same sports context as the other Units within the Group Award.

Candidates will already be involved in the coaching process and they will be expected to be familiar with the S/NGB requirements for:

- equipment
- facility
- safety checks
- emergency procedures
- dress code
- participant needs

These may be given to the candidate in advance for study and may be supported by group work, case study, question and answer sessions etc. This will have to be put into a practical setting for the selected sport.

Candidates may be given the opportunity to discuss a variety of approaches regarding communication styles, delivery methods and types of feedback. The knowledge skills require to be refined in a practical setting with feedback received being used to develop own practice.

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

While undertaking this Unit, opportunities will be present for the candidate to develop aspects of the Core Skill of Communication as the candidate is required to communicate the coaching programmes and its goals to participants and others, also candidates will use a variety of recording mechanisms which may also contribute to aspects of the Communication Core Skill.

Candidates are required to motivate participants in a real life coaching environment which may present opportunities to develop aspects of the Core Skill of Problem Solving.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by information and communications technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003), SQA Guidelines on e-assessment for Schools (BD2625, June 2005).*

National Unit Specification: support notes (cont)

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The assessment for this Unit must be conducted under supervised, controlled conditions. It is expected that much of the evidence for this Unit will arise from a real coaching environment. Candidates must deliver a series of linked sessions to cover an eight week discrete cycle or phase in the sport.

The evidence gathered must be from actual coaching sessions and may not be simulated. It is expected that candidates will deliver real coaching sessions in a real coaching environment. If this Unit is delivered as part of the NPA in Sports Coaching for a particular sport then there may be opportunities to integrate the assessment for this Unit with the other Units of the NPA. For example, the log book for this Unit can also be used to generate evidence for the other Units within the NPA.

Within this eight week training cycle, the candidate will be formally observed and assessed on two occasions. While each Outcome may be individually assessed, it is recommended that the Unit be assessed in a holistic manner with candidates gathering their evidence in a log together with any supplementary questions and responses that may be needed. It is expected that most of the evidence for this Unit will arise from a real coaching environment.

For this Unit, candidates must deliver two planned sessions from an eight week discrete cycle or phase in the specific sport. Candidates must record and retain the following evidence:

- a log to covering a minimum period of eight weeks for the, participants and/or others, training cycle or phase. The log book should contain:
  - action plans developed from appropriate feedback, agreed goals from discussions with participants and any other information and modifications that may be appropriate to the coaching programme
  - session plans for the eight week programme to incorporate contingency plans and pre-activity planning
  - evaluations and notes of all relevant information regarding their coaching and their individuals and or group
  - notes concerning specialist support (keeping any issue concerning confidentiality in mind)
  - resources (both human and physical)
- an assessor observation checklist for two sessions from the eight week programme. These checklists should include:
  - details of the participants' understanding of the evaluation schedule
  - range of communication styles and methods used by participants
  - evidence of technically correct explanations and demonstrations (where appropriate) in accordance with S/NGB requirements

Where the evidence gathered, does not clearly indicate that the essential knowledge has been gained, or where the real coaching environment has not elicited the required evidence supplementary questions may be used. These should be retained with the candidate's log book.

At this level, the candidate is expected to be able to provide advice and guidance to other coaches to allow them to develop their own coaching practice and this may also included within the candidate's log. Candidate's evidence for this Unit may be electronic or paper based.

National Unit Specification: support notes (cont)

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CANDIDATES WITH DISABILITIES AND/OR ADDITIONAL SUPPORT NEEDS

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* **(www.sqa.org.uk)**.