

Higher National Unit Specification

General information for centres

Unit title: Sports Coaching Theory and Practice

Unit code: DD39 34

Unit purpose: This unit introduces candidates to the basic principles of sports coaching at an introductory level. The unit provides candidates with relevant underpinning knowledge and offers situations where this can be applied in a practical environment in order to develop their competence as a sports coach.

On completion of this Unit the candidate should be able to:

1. Identify and describe the roles and responsibilities of a coach.
2. Identify and describe a range of coaching styles and their applications.
3. Demonstrate the basic coaching process.
4. Evaluate effective communication methods.

Credit value: 1 HN Credit at SCQF level 7: (8 SCOTCAT credit points at SCQF level 7*)

**SCOTCAT 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 SCOTCAT points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to doctorates.*

Recommended prior knowledge and skills: It would be beneficial for candidates to possess an understanding of, or practical experience in sports leadership or coaching. This may be evidenced by achievement of NC Units D68711 Leading Sporting Activities, DOV912 Basic Sports Coaching Techniques, or equivalent. Ultimately, entry is at the discretion of the centre.

Core skills: There may be opportunities to gather evidence towards core skills in this Unit, although there is no automatic certification of core skills or core skills components.

Context for delivery: If this Unit is delivered as part of a group award, it is recommended that it should be taught and assessed within the subject area of the group award to which it contributes. This Unit is included in the framework for the HNC/D Sports Coaching with Development of Sport.

Assessment: The Unit will be assessed by two different instruments of assessment. Outcomes 1 and 2 are assessed using restricted response question papers. Outcomes 3 and 4 are assessed by a practical exercise. By combining assessments, this reduces assessment workload for students.

Higher National Unit specification: statement of standards

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The sections of the Unit stating the Outcomes, knowledge and/or skills, and evidence requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Identify and describe the roles and responsibilities of a coach.

Knowledge and/or skills

- The roles of a coach
- The responsibilities of a coach regarding safety at a coaching session

Evidence requirements

To achieve this Outcome each candidate will require written evidence to demonstrate their understanding on both aspects of the knowledge and/or skills section. Each candidate will be required to identify and describe the roles and responsibilities of a coach. The instrument of assessment will be a restricted response question paper. An acceptable standard of achievement would be to describe 5 roles of the coach and describe 4 responsibilities of the coach. The evidence will be produced under 'exam' conditions and must be appropriately supervised.

Assessment guidelines

Candidates would be required to produce accurate written responses that clearly demonstrate their understanding of the roles and responsibilities of a coach.

This outcome could be combined with outcome 2 as part of a single assessment event covering both outcomes.

Higher National Unit specification: statement of standards (cont)

Unit title: Sports Coaching Theory and Practice

Outcome 2

Identify and describe a range of coaching styles and their applications.

Knowledge and/or skills

- Range of coaching styles
- Application of styles with different client groups

Evidence requirements

To achieve this Outcome each candidate will require written evidence to demonstrate their understanding on all aspects of the knowledge and/or skills section. Each candidate will be required to identify and describe 3 coaching styles. In addition, each candidate will be required to provide written evidence of suitable applications of different coaching styles in relation to client groups. An acceptable standard of achievement would be to describe 3 coaching styles and 2 suitable applications in relation to client groups. The instrument of assessment will be a restricted response question paper. The evidence would be produced under 'exam' conditions and must be appropriately supervised.

Assessment guidelines

Candidates would be required to produce accurate written responses that clearly demonstrate their understanding of coaching styles and their application.

This Outcome could be combined with Outcome 1 as part of a single assessment event covering both outcomes.

Outcome 3

Demonstrate the basic coaching process.

Knowledge and/or skills

- Session planning
- Session delivery
- Session evaluation

Higher National Unit specification: statement of standards (cont)

Unit title: Sports Coaching Theory and Practice

Evidence requirements

To achieve this Outcome each candidate will require written and practical evidence to demonstrate their competence on all aspects of the knowledge and/or skills section. Each candidate will be required to; prepare, deliver and evaluate a session in order to complete the coaching process. The instrument of assessment will be a practical exercise. The practical exercise will be used to allow candidates to demonstrate their practical competence in delivering a session. For assessment purposes the candidate should prepare and deliver a session for a minimum duration of 15 minutes. The session will be evaluated following the delivery phase.

Assessment guidelines

The assessment for this Outcome will be administered through a practical exercise where candidates will be required to plan, deliver and evaluate a coaching session. The practical exercise could be conducted on peers or external groups.

This Outcome could be combined with Outcome 4 as part of a single assessment event covering both outcomes.

Outcome 4

Evaluate effective communication methods.

Knowledge and/or skills

- knowledge of the purposes of written and spoken communication
- understanding of the impact of format, structure and language
- awareness of techniques to communicate with a range of people
- skills in identifying and summarising key information and supporting detail
- skills evaluating the effectiveness of written and spoken communication

Evidence requirements

Each candidate will require written evidence to demonstrate their understanding on all aspects of the knowledge and/or skills section. The instrument of assessment will be a practical exercise which will allow the candidate to evaluate how effectively the written and spoken communication used in a coaching session meets the needs of purpose in terms of content, format and presentation.

Higher National Unit specification: statement of standards (cont)

Unit title: Sports Coaching Theory and Practice

Assessment guidelines

The assessment of this Outcome will be administered through a practical exercise where candidates will be required to produce an analysis of the methods of communication used within the session they have delivered in Outcome 3. Candidates would be required to produce written evidence that clearly demonstrates an accurate analysis of their methods of communication.

This Outcome could be combined with Outcome 3 as part of a single assessment event covering both outcomes. If conducted as a single assessment event, this would include; delivery of a 15 minute session plan, a written evaluation of that plan and a further or extended evaluation analysing the effectiveness of the methods of communication used within the session.

Administrative Information

Unit code: DD39 34

Unit title: Sports Coaching Theory and Practice

Superclass category: MA

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Higher National Unit specification: support notes

Unit title: Sports Coaching Theory and Practice

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 Unit is likely to form part of a group award and is primarily designed to provide candidates with the basic knowledge and practical experience required to be a sports coach. This Unit provides the basic structure for other mandatory and optional units to be developed. It is therefore likely that the Unit will be delivered early in year one of an HNC award.

Outcome 1 looks at the roles of a coach. Candidates should be familiar with a minimum of 6 roles. To keep in line with current publications e.g. sportscoachUK, the following suggestions could be used:

- Teacher
- Trainer
- Motivator
- Organiser
- Disciplinarian
- Friend

Outcome 1 also looks at the responsibilities of a coach regarding safety within a coaching session. Candidates should be familiar with a minimum of 5 responsibilities. The following suggestions could be used:

- Facilities
- Equipment
- Injury prevention
- Dress
- Emergency procedures

Outcome 2 looks at coaching styles and their applications. Candidates should be familiar with a minimum of 4 coaching styles. The following suggestions could be used:

- Autocratic
- Democratic
- Laissez-faire
- Didactic

Higher National Unit specification: support notes (cont)

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Outcome 3 focuses on the coaching process i.e. session planning, session delivery and session evaluation. Each section can be broken down to provide guidance on suggested areas to cover.

Session preparation

Before candidates can begin a written session plan it is necessary to carry out a knowledge gathering exercise e.g. find out the venue, equipment, numbers, level etc.

- Introductory criteria i.e. produce written evidence of the information found from the knowledge gathering exercise
- Warm-up/introductory activity
- Stretching
- Skills/Activity
- Conditioned activity
- Warm-down

Session delivery

Before candidates are ready for assessment they should have developed their knowledge and practical experience of delivering a session. Practical experience should be developed gradually e.g. 1 on 1, 1 on 4, 1 on 8 and so on. Time may dictate the length of time spent on each progression.

The following are suggested areas to cover:

- Verbal introductions/conclusions
- Clear communication
- Clear demonstrations
- Fault correction
- Positioning
- Maximum participation
- Group organisation
- Progressions
- Positive feedback

Session evaluation

To complete the evaluation phase candidates should consider:

- What was successful within the session
- What was unsuccessful within the session
- What changes could be made for future sessions.

Higher National Unit specification: support notes (cont)

Unit title: Sports Coaching Theory and Practice

Outcome 4 also looks at applying these styles to different client groups, for example:

- Primary school children (different age groups within)
- Secondary school children (different age groups within)
- Under 5's/nursery
- Toddlers
- OAP's
- Disabled
- Special Needs
- Elite performers

In Outcome 4 candidates are required to evaluate effective communication methods. Candidates should be familiar with different communication methods, for example,

- Listening
- Verbal
- Written/reading
- Non verbal/body language

Once familiar with these methods they can analyse their effectiveness within the coaching session they have to deliver for Outcome 3. This will enable them to identify their individual strengths and weaknesses.

Guidance on the delivery and assessment of this Unit

It is evident that some elements of this Unit will be delivered in a theoretical manner, however, where possible practical delivery should be used to implement the theory and provide candidates with ample opportunity to perform in a practical environment.

This Unit provides candidates with the basic knowledge and practical experience to be a sports coach and should therefore be delivered at the beginning of an HNC award. This would allow candidates to acquire sufficient knowledge to be able to progress onto other units and further develop their knowledge and practical competence.

Group sizes and facilities will dictate the amount of time and space allocated for practical assessments. This could be modified to suit each centre providing they adhere to the evidence requirements stated earlier.

For Outcome 1 and Outcome 2 assessment will be a restricted response question paper which is likely to be administered early on in the block/semester. Outcome 3 and Outcome 4 will be assessed by a practical exercise. The session plan will be completed prior to the delivery phase while the evaluation of both the session and the communication methods will be completed after the practical delivery. Assessment of the coaching session could be carried out either on their peers or on external groups.

Higher National Unit specification: support notes (cont)

Unit title: Sports Coaching Theory and Practice

Open learning

This Unit could be delivered by distance learning. However, while candidates can study out with the centres using materials provided, it would be necessary to attend the centre for assessment purposes. For further information on Open and Distance Learning, please refer to the SQA publication, *Assessment and Quality Assurance of Open and Distance Learning* (SQA, 2000).

Special needs

This Unit specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering special alternative Outcomes for Units. For information on these, please refer to the SQA document *Guidance on Special Assessment Arrangements* (SQA, 2001).

General information for candidates

Unit title: Sports Coaching Theory and Practice

This Unit introduces you to the basic knowledge required to be a sports coach. It also provides you with the opportunity to apply the knowledge gained in a practical environment in order to develop your practical competence as a coach.

The Unit looks at the roles and responsibilities of a coach and a range of coaching styles a coach may use. In addition you will explore possible applications of these styles in relation to client groups and differing levels of ability. The Unit also defines the coaching process which outlines, session planning, session delivery and session evaluation. Finally, the Unit looks at methods of communication and you will be able to assess the effectiveness of the methods you use whilst coaching.

On completion of the Unit you will be able to describe the roles and responsibilities of a coach, describe coaching styles and their applications, complete the coaching process and analyse methods of communication.

Bibliography

1. The Coaching Process
J. Lyle & N. Cross 1999
2. Coaches Guide to Teaching Sports Skills
RW Christine & DM Corcos
3. sportscoachUK (formerly, National Coaching Foundation)
 - The Coach in Action
 - Mind Over Matter
 - Planning and Practice
 - Improving Practice and Skill