



Higher National Unit specification: general information

Unit title: Sports Coach Education Tutoring in Scotland

Unit code: FD8E 34

Superclass: MA

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Unit purpose

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

- 1 Explain the key requirements to meet current regulatory needs for sports coaching.
- 2 Plan for the delivery of sports coach educator tutoring sessions.
- 3 Deliver sports coach education tutoring sessions.
- 4 Review the delivery of the planned sessions.

Recommended prior knowledge and skills

It would be expected that candidates would already be an experienced sports coach with governing body recognition as such, or be involved with the sport governing body in delivering child protection education, or hold other governing body awards appropriate for coach educators or already be a coach educator recognised by the governing body for one or more sports.

Sports governing bodies are considered to be those recognised by sportscotland as the lead body.

Credit points and level

1 Higher National Unit credit at SCQF level 7: (8 SCQF credit points at SCQF level 7*)

**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.*

General information (cont)

Core Skills

There are opportunities to develop the Core Skills of *Problem Solving*, *Communication* and *Working with Others* 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.

The Unit is part of a suite of Units leading towards a PDA in Sports Coach Education Tutoring.

The additional Units leading to the award are:

Sports Coach Education Tutoring Roles and Responsibilities
Sports Coach Education Tutoring Styles and Application

Assessment

For Outcome 1 the assessment will be in the form of recorded evidence of the knowledge of the candidate relating to codes of conduct and legal requirements which surround the delivery of sports coaching.

Outcomes 2, 3 and 4 are built upon this and will be mainly practical in nature. The candidate will be expected to plan, deliver and then review two short sessions where they will deliver to coach education tutors. Candidates will be required to submit plans in advance and then a review afterwards which accurately reflects the sessions delivered. The sessions may be practical or classroom based. This will be selected by the assessor and arranged with the candidate well in advance of their delivery in order to allow time to create their plan. The assessor will make use of checklist(s) with comments on the performance of the candidate.

The opportunity should be taken to integrate assessment task with the Units *Sports Coach Education Tutoring Roles and Responsibilities* and *Sports Coach Education Tutoring Styles and Application* which form part of this suite of Units.

Higher National Unit specification: statement of standards

Unit title: Sports Coach Education Tutoring in Scotland

Unit code: FD8E 34

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

Explain the key requirements to meet current regulatory needs for sports coaching.

Knowledge and/or Skills

- ◆ Applicable laws and regulations
 - National
 - Scottish
- ◆ Health and safety requirements
- ◆ Need for risk assessment
- ◆ Emergency procedures
 - Normal Operating Procedure (NOP)
 - Emergency Action Plan (EAP)
- ◆ Data protection issues
 - Confidentiality
 - Involvement of others
- ◆ Child and vulnerable group protection
- ◆ Equality and Diversity issues
- ◆ Scottish Governing Body code of conduct
- ◆ Record keeping

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ Explain the key features and implications for a sport of each of the Knowledge and Skills Section.

This will be in the form of a series of restricted response questions covering all of the above and will normally be an assignment given to the candidate and submitted for assessment. Each section must be deemed to be satisfactory as all are required for the safety of those involved.

Higher National Unit specification: statement of standards (cont)

Unit title: Sports Coach Education Tutoring in Scotland

Assessment Guidelines

Coaches require relevant knowledge of legal matters to ensure safety of themselves and all others involved.

Candidates will be expected to have satisfactory responses to all parts of the Knowledge and skills. However the candidate is not expected to know the exact law and its dates. Rather they are expected to be aware of the key features that affect the sports coach and the tutor while working with athletes and performers, adults, children and other professionals.

The purpose of the assessment is to test the knowledge not so much of the law or regulation in itself, but to ensure that the candidate understands the reason for the regulation, rule, law or requirement and its implications for Sports Coach Education.

Candidates may support their responses with references and this would be encouraged.

Outcome 2

Plan for the delivery of sports coach educator tutoring sessions.

Knowledge and/or Skills

- ◆ Preparation
- ◆ Class management considerations
 - People
 - Equipment
 - Time
- ◆ Organisational needs
- ◆ Sport or activity specific needs
- ◆ Group needs

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ Plan for two separate sessions to be delivered to coach educators.

The plans will be submitted to the assessor in advance of delivery. Candidates submitting unsafe plans will require updating them and resubmitting them before delivery takes place.

Higher National Unit specification: statement of standards (cont)

Unit title: Sports Coach Education Tutoring in Scotland

Assessment Guidelines

It is recommended that the sessions take place on different days to allow the candidate to learn from the previous experience. Sessions may be planned for the classroom or for a practical area and this will be decided by the assessor and agreed with the candidate well in advance of the plan being prepared. It is recommended that integration takes place with Outcome 3 in the Unit *Sports Coach Education Tutoring Roles and Responsibilities* and with Outcome 3 in the Unit *Sports Coach Education Tutoring Styles and Application* although discreet assessment is possible if these Units are not being delivered at the same time.

Outcome 3

Deliver sports coach education tutoring sessions.

Knowledge and/or Skills

- ◆ Practical sport specific needs
 - Code of conduct
- ◆ Practical organisation needs
 - Equipment
 - People
 - Time
 - Facilities
- ◆ Contingency arrangements

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ Deliver two sessions to coach educator candidates
- ◆ Follow the submitted plans
- ◆ Respond to questions from the class group where required
- ◆ Justify any departure from the plan
- ◆ Explain any possible contingency that could arise

Assessment will take the form of an assessor checklist with space for the assessor to make effective comment. The assessor will ask supplementary questions if that is appropriate and will record the substance of the question asked along with response and the assessment decision made.

Assessment Guidelines

This will be mainly a practical assessment on both occasions. The assessor will make use of checklist(s) and these should allow feedback and comments to support learning and to justify the assessment decision made. If the candidate has departed from the plan and the reasons are not clear, the assessor will ask questions and keep a record of the process. Candidate responses must be relevant and appropriate. Candidates judged to be not yet competent may be re-assessed by the submission of a different task and plan.

Higher National Unit specification: statement of standards (cont)

Unit title: Sports Coach Education Tutoring in Scotland

Outcome 4

Review the delivery of the planned sessions.

Knowledge and/or Skills

- ◆ Self-reflection
 - Intrinsic feedback
- ◆ Consideration of group and other feedback
 - Extrinsic feedback
- ◆ Future needs

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ Review two sessions taking into account their own impressions and feedback from the group they worked with.

Assessment Guidelines

It would not be appropriate for the assessor to give full feedback (although some verbal feedback may be given) until after the candidate has recorded their own views. This will ensure that the candidate can undertake self-reflection and offer an assessment of their own performance and future needs.

Delivering centres may provide a template to the candidate, or the candidate may prepare their own style of report.

It would be useful however for guidance to be given in order to ensure that the full Evidence Requirements and Knowledge and Skills are met.

Higher National Unit specification: support notes

Unit title: Sports Coach Education Tutoring in Scotland

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

Outcome 1 – requires the candidate to explain the relevant regulations, laws and requirements that surround the duty of care that all must have. It is not intended that candidates know every law or regulation in-depth, but it is the intention to ensure that the candidate is aware of the implications of the key regulations and the effect they have on the actions of the coach and coach educator in terms of their duty of care. Candidates should be encouraged to use information from the centre and to add to that by their own use of the Internet or other appropriate reference material.

Relevant regulations could include (but are not confined to):

- ◆ Duty of Care
- ◆ HASAW Act
- ◆ RIDDOR
- ◆ Risk assessment
- ◆ Relevant UK laws
- ◆ Relevant Scottish laws
- ◆ Protecting Vulnerable Groups Scheme (PVG Scheme)
- ◆ The Equality Act 2010 (or subsequent legislation)
- ◆ Codes of conduct
- ◆ Data protection rules
- ◆ Record keeping – why?

Outcomes 2, 3 and 4 are the stages of a complete task.

Outcome 2 – requires the candidate to prepare two session plans. This may be integrated as suggested. The session may be a performance session (a practical exercise), leading a group discussion, delivering a prepared short lecture, giving a presentation using software or other appropriate activity. The assessor will discuss options with the candidate and will make the final decision. Candidates will be given time to prepare and produce their plan which will be handed in for your assessor to agree that you can go ahead with the next stage which is the delivery of the planned activity. The time allowed is likely to be in the region of 10 to 15 minutes.

Outcome 3 – will be the actual delivery to a group of the planned sessions (each will be on a different occasion). After delivery the candidate would be allowed to invite feedback from the group they delivered to and also to reflect on how their session went. The assessor should keep a detailed record of the candidate's performance and this may be done using a checklist with comments.

Higher National Unit specification: support notes (cont)

Unit title: Sports Coach Education Tutoring in Scotland

Outcome 4 – will be the submission of an accurate reflective review by the candidate of their own performance and this should identify any steps they could take to advance further. The review should be a fair reflection of what took place.

Group discussion is likely to allow candidates to develop this skill in reflection.

Guidance on the delivery and assessment of this Unit

It would be appropriate for Outcome 1 to be delivered within the class group and to allow candidates to discuss and share issues and concerns about the restrictions that all need to work under to ensure all involved are safe at all times.

Assessment will be on an individual basis and will be recorded responses to questions designed to cover all requirements.

Outcomes 2, 3 and 4 are part of an integrated task where the candidate has to plan deliver and review sessions to a tutor class group.

This Unit is designed to be delivered in conjunction with the Units:

Sport Coach Education Tutoring Roles and Responsibilities
Sports Coach Education Tutoring Styles and Application

The purpose of the Units is to lead to governing body recognition for a Sports Coach Education Tutor, accepted by the Sports Industry nationwide.

Within the Unit and across the Units, there are opportunities to integrate assessments as the recommended delivery pattern taken together with the entry recommendation mean that the candidates has already gained considerable experience in their area of expertise.

It is recommended that prior to attending any Course, candidates are supplied with reference material and that some assessments are in the form of responses to restricted response questions although there may be cases where a more detailed response is appropriate.

Some candidates will need longer than others to develop some skills and this is to be expected as experiences will be different depending on the skills acquired before delivery.

The Units may be delivered also in an integrated way with assessment taking place as and when candidates are judged to be likely to succeed.

As stated, it may be possible to judge the full knowledge of the candidate from their performance but this may not always be possible. In this event, the assessor should use professional judgment and ask additional questions, record their action and note their judgement, to ensure that any evidence gaps are indeed addressed.

If during the life of the Unit, legislation or advice changes or is amended, the current regulations will be those which will apply.

Higher National Unit specification: support notes (cont)

Unit title: Sports Coach Education Tutoring in Scotland

Opportunities for developing Core Skills

Candidates undertaking this Unit will have opportunities to develop Core Skills in several areas.

The consideration of relevant rules and regulations will give rise to opportunities to acquire skills in *Problem Solving* likewise the need to plan deliver and review session will give further opportunities for development of this skill.

Use of the Internet and use of presentation software will allow development of skills in *Information and Communications Technology*.

Candidates will have opportunities to enhance their *Communication* skills when presenting to a group or leading group discussion in line with their submitted plan.

Open learning

Candidates are required to present prepared material to a group and while there are parts of the Unit which could be delivered by this route, it is unlikely that the Unit lends itself to this approach due to its practical requirement.

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

History of changes to Unit

Version	Description of change	Date

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General information for candidates

Unit title: Sports Coach Education Tutoring in Scotland

While undertaking this Unit, you will be required to think about a number of laws, rules and requirements that can restrict what we do and how we do it during our coaching sessions and during our work in tutoring. A number of these will be self-evident but others may well be an aspect that you have not previously considered in detail. Most revolve around the fact that we all have a Duty of Care and it is our responsibility to ensure that we treat others at all times as we would wish to be treated ourselves.

You will have the opportunity to explore these issues and you will be asked to respond to questions and to conduct some of your own research.

You will be asked to prepare a session to deliver to a group and this is likely to be your class group. Your assessor will discuss the task and content and you may well offer suggestions, however the assessor will have the final say on the matter if you cannot agree.

You will plan for the sessions and submit the plans for assessment and approval to ensure that what is planned is in fact deliverable and safe.

You will then deliver the planned sessions (not on same occasion) and invite questions and indeed ask questions if you wish, from the group that you were working with. The purpose of this is to inform your own reflective review which you will complete. This should ideally be done very soon after delivery as that way the matter is likely to be fresh in your mind. This is strongly recommended.

Your assessor will assess your delivery (but will give limited feedback at this stage) and you will submit your review. Your assessor may then give his or her detailed feedback.