



BCU Coaching Service

## **Training the BCU / UKCC Workforce**

Document One

An Explanation of the New Scheme

# **“The BCU UKCC Coach Educator Scheme Level’s 1 – 4”**



## Introduction

The BCU are developing a system of **Coach Educators** and assessors to support the new **BCU UKCC**. This involves the development of two schemes:

1. **Coach Educator Scheme** (Trains Coaches)
2. **Coach Assessor Scheme** (Assesses Coaches)

The BCU UKCC **Coach Educator Scheme** qualifies an individual to deliver the training components of the **BCU UKCC**, whilst the **Coach Assessor Scheme** develops assessors to run the assessment element of coach awards.

This document explains the BCU UKCC **Coach Educator Scheme** and the development process required for educators to work on and run the training modules involved in BCU UKCC levels 1 – 4 in all disciplines. An explanation of the different types of educator, the courses they can run and the training educators are required to undertake before being able to work on, or direct courses are included. The appendices include a summary of the criteria for specific course educators and the opportunities available for coaches interested in working as an educator.

Along with any change there is a lot to understand, we hope this document communicates the information in a clear manner! **Bold Red Italics** highlight some new names that you need to learn. These names / titles are included in the Glossary on page 3.

The guidelines outlined here are subject to change as the **BCU UKCC** scheme develops. An updated version of this document will appear on the BCU Website [www.bcu.org.uk/coaching](http://www.bcu.org.uk/coaching) Please ensure you refer to this at all times.

Three additional documents support the Coach Educator Scheme:

- **Preparing the First Wave of BCU UKCC Coach Educators**  
Training the BCU UKCC Workforce Phase 1 Interim Procedures - Document 2.  
Outlining how existing assessors will transfer across to the new Coach Educator Scheme and the proposals for training the first wave of Coach Educators required in 2007/8.  
Available from BCU Coaching department or on the BCU Website [www.bcu.org.uk/coaching](http://www.bcu.org.uk/coaching)
- **Delivering BCU UKCC Level 5 Training courses**  
Training the BCU UKCC Workforce – Document 3.  
Outlining the process required for Coach Tutors and Training Directors providing Level 5 Coach Training opportunities. Available from BCU Coaching department or on the BCU Website [www.bcu.org.uk/coaching](http://www.bcu.org.uk/coaching) when completed.
- **BCU UKCC Coach Educator Scheme Person Specifications**  
Training the BCU UKCC Workforce – Document 4.  
Describing the Person Specifications for Coach Tutor and Training Director Positions.  
Available from BCU Coaching department or on the BCU Website [www.bcu.org.uk/coaching](http://www.bcu.org.uk/coaching) when completed.

## Glossary

<b>APL</b>	Accredited Prior Learning
<b>Approved Coaching Centre</b>	A centre or coach approved to deliver specific modules of BCU UKCC
<b>Approved National Centre</b>	A centre approved to run BCU UKCC Level 5 and/or Level 4 training courses, that combine the Core Coach and Discipline Specific modules
<b>Assessment Director</b>	e.g. Level 2 Coach Assessment Director. An individual trained to run coach Assessments
<b>BCU Coach</b>	e.g. BCU level 2 Coach. A coach qualified through the 'old' (pre 2007) BCU coaching scheme
<b>BCU UKCC</b>	The new BCU UKCC coaching award scheme
<b>BCU UKCC Coach</b>	e.g. BCU UKCC level 2 Coach. A coach qualified through the new BCU coaching award scheme
<b>Coach Assessor</b>	e.g. Level 3 Sea Coach Assessor. An individual trained to work on BCU UKCC coach assessments
<b>Coach Assessor Scheme</b>	The BCU UKCC Scheme for training people to assess new coaches
<b>Coach Educator</b>	People trained to deliver specific training elements of the BCU UKCC, either <u>Coach Tutors</u> or <u>Training Directors</u>
<b>Coach Educator Scheme</b>	The BCU UKCC Scheme for developing educators to train new coaches
<b>Coach Tutor</b>	An individual trained to work on specific coach training courses
<b>Core Coach Module</b>	Coach Training module that covers coaching skills, (for levels 3, 4 and 5).
<b>Discipline Specific Modules</b>	Coach Training module that covers discipline specific skills and how to coach them, (for levels 3, 4 and 5).
<b>Level 1 or 2 Coach Module</b>	Coach Training module that combines coaching skills and technical paddlesport specifics at Levels 1 and 2.
<b>Level 2 Coach</b>	A coach qualified through either a BCU UKCC coach or the BCU Coach scheme
<b>National Trainer</b>	An individual who Trains new Coach Tutors, Training Directors, Coach Assessors or Assessment Directors
<b>ScUK Certificate in Tutoring Sport</b>	A level 3 qualification certificated by 1 <sup>st</sup> 4sport qualifications. Achieved after attending the ScUK Tutor Training and completing the assessment requirements
<b>ScUK Tutor Training.</b>	3-day training course for individuals wanting to qualify as a Coach Tutor
<b>Supporting Module</b>	Coach Training module that covers elements of additional training
<b>Training Director</b>	An individual trained to run specific coach training courses

## Contents

Page 2	Introduction
3	Glossary
5	The new BCU UKCC Coach Educator Scheme explained
6	Becoming a Coach Tutor
7	Becoming a Training Director
8	ScUK Tutor Training / Certificate in Tutoring Sport
11	BCU Orientation Days
Appendix 1	Coach Tutor and Training Director Criteria
Appendix 2	Coaching Levels required to register and work towards Coach Tutor or Training Director Status.

# The New BCU UKCC Coach Educator Scheme Explained

**Coach Educators** are trained to deliver training elements of the new **BCU UKCC**. The scheme aims to provide relevant training opportunities and a developmental pathway to provide a skilled workforce to deliver the **BCU UKCC**. Underpinning this system is the philosophy that coaches can enter the **Coach Educators** scheme at the level most appropriate to their skills and expertise and that the system will help to develop the coach educators' skills through training and mentored delivery.

## Two types of Coach Educator;

1. **Coach Tutor** Works on specific BCU UKCC training Courses, under the guidance of a **Training Director**....
2. **Training Director** Runs specific coach training modules. The **Training Director** is an individual with the necessary skills and experience to deliver the highest quality training opportunities for individuals coming through the new **BCU UKCC**. They also have a training and assessment responsibility to **Coach Tutors**.

These **Coach Educators** are trained to deliver different types of training module depending upon their skills and expertise:

1. **Level 1 and 2 Coach Module** At levels 1 and 2 coaching skills and technical paddlesport specifics and taught together in a Coach Module.
2. **Core Coach Module** At levels 3 and 4 core modules include; session planning / programming, communication, health & safety, observation & analysis, organising people, equipment & resources, coaching styles, creating positive learning climates and the evaluation of performance.
3. **Discipline Specific modules** At levels 3 and 4, disciplines specific modules cover specific skills and how to coach them.
4. **Supporting Modules** Covers elements of additional training. For example first-aid and safety training is compulsory at level 2, whilst 8 credits need to be obtained from a number of optional modules. (Training to run these courses will vary depending upon the skills required).

For more details of the new BCU UKCC see CoDe (128) April 2006 p9-11.

# Becoming a Coach Tutor

Unlike the existing BCU assessor scheme it is not necessary to start working on level 1 courses and progress sequentially through the system. You can enter the **Coach Tutor** system at the coach award level most suitable to your experience and qualifications as long as you have the prerequisites. This aims to direct new **Coach Tutors** into the scheme at the most appropriate level.

## Stage 1: Apply to the BCU Coaching Department for entry into the scheme (From Jan 1<sup>st</sup> 2007):

Applications will specify which BCU UKCC modules you wish to work on and will only be considered from coaches who hold the pre-requisite coach award (see appendix 2) and have either attended the BCU UKCC Coach Module they wish to deliver, or have observed it.

The BCU will accept applications based on the demand for **Coach Tutors** and suitability relating to the **Coach Tutor** person specifications; this includes relevant paddling, coaching and tutoring experience (See 'BCU UKCC Coach Educator Scheme Person Specifications').

## Stage 2: Developing Tutoring Skills:

Once your application has been accepted you need to:

- Either Attend the Sports Coach UK Tutor Training
- Or Take the 1<sup>st</sup>4sport Certificate in Tutoring Sport
- Or Apply for exemption based on APL (See pages 8 - 10)

## Stage 3: Developing Tutoring Skills:

Attend the BCU Orientation Course for the module you have been registered to tutor.

Once these first three stages have been completed, **Coach Tutor** Status will be granted and work can start, under the guidance of a **Training Director**, on the specific modules in which you have trained. (In very exceptional cases, where your skills do not match the person specifications, you may be asked to complete elements of an agreed action plan before being granted Coach Tutor Status).

Once you have completed stage 1 and 2 you can then apply for Coach Tutor Status for other Coach Training Courses. Again, these applications will be considered from coaches who hold the pre-requisite coach award (see appendix 2) and have either attended the BCU UKCC Coach Module they wish to deliver, or have observed it. The BCU will accept your application based on demand for **Coach Tutors** and your suitability relating to the **Coach Tutor** person specifications; this includes relevant paddling, coaching and tutoring experience (See 'BCU UKCC Coach Educator Scheme Person Specifications').

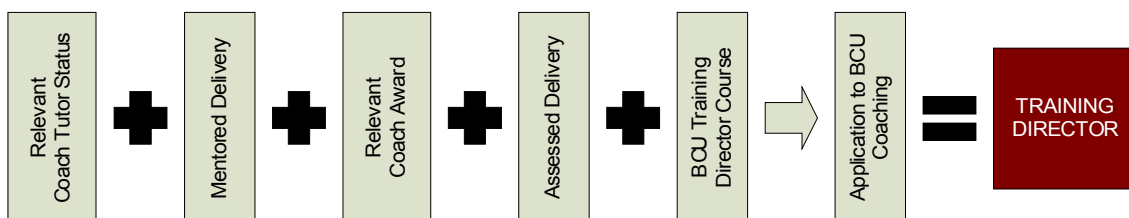
# Becoming a Training Director

As long as you meet the update requirements, you can remain as a **Coach Tutor** for as long as you wish, or choose to work towards becoming a fully qualified **Training Director**. The journey to **Training Director** should happen naturally as you gain experience as a **Coach Tutor**. It is not the intention that all Coach Tutors will aspire to Training Director Status. For example, a current Sea A3 may very quickly progress from Coach Tutor to Training Director for the Level 3 Sea training module, but remain as a Coach Tutor at level 1 and 2. After a few years of delivery they may find that they have naturally gained the necessary skills and experience and be ready for Training Director sign off for these courses.

Before you can apply for **Training Director** status you need to meet five criteria (For specific details see Appendix 1):

- Hold the relevant Coach Award.
- Hold specific Coach Tutor Status.
- Complete a period of mentored delivery that meets your individual needs, by working on relevant courses alongside a qualified **Training Director**. This includes work as a Coach Tutor on all modules preceding the module that you wish to qualify as a Training Director. For example, to become a L3 Core Coach Module Training Director you will need to qualify as a Coach Tutor and work on at least one L1 and L2 coach modules. This ensures that as a **Training Director** you have an appreciation of all the relevant training a candidate has undergone.
- Apply for, and attend the BCU Training Director Course. This covers mentoring skills and contractual issues.
- Assessed delivery - Once the potential **Training Director** has achieved the necessary pre-requisites and undergone a period of mentored delivery that takes them to the standard required, they will be assessed operating at that level.

Once these five elements have been achieved **Training Director** Status can be applied for through the BCU Coaching Department. The BCU will accept applications based on demand, from individuals with relevant experience in relation to specific person specifications (See 'BCU UKCC Coach Educator Scheme Person Specifications'). This includes relevant coaching and personal experience in the sport as well as tutoring and mentoring experience.



# Sports Coach UK Tutor Training Course

&

## 1<sup>st</sup>4sport Certificate in Tutoring Sport

To qualify as a Coach Tutor you need to have the skills necessary for training new coaches. This is covered through Sports Coach UK Tutor Training, a generic course for anyone wanting to provide coach education opportunities across sport.

The requirement is for all **Coach Tutors** is to:

- Either Attend the Sports Coach UK Tutor Training Course
- Or Attain the 1<sup>st</sup>4sport Certificate in Tutoring Sport
- Or Apply for exemption based on APL

### What is the Sports Coach UK Tutor Training?

This is a three-day programme, for anyone involved with training new coaches. It is made up of 5 modules:

- Delivering a learning session
- Learning principles into practice
- Facilitation skills
- Tailoring and developing learning
- Classroom based facilitation

A team of BCU deliverers will run these courses, arranged through BCU UK Coaching Department. The three-day programme can lead to the Certificate in Tutoring Sport...

### What is the Certificate in Tutoring Sport?

This is a level 3 qualification certificated by 1<sup>st</sup>4sport qualifications. To achieve the Certificate in Tutoring Sport a portfolio of evidence will need to be presented alongside a practical delivery assessment. Candidates would normally do the training course first, but not necessarily. The assessment will be performed by an independent assessor. The portfolio will include:

- Learning plans (completed during and after the training course).
- Observation Checklists (completed by the trainer and assessor).
- Self-evaluation forms (completed during and after the training course).
- Oral questioning and professional discussion (completed by the trainer and assessor).
- An Action plan (agreed upon completion of the training course and post assessment).

### What do I need to do?

Decide what is the most appropriate action for you to take (See 'Tutor Training Flow Chart' over page):

- Either Attend the Sports Coach UK Tutor Training Course
- Or Attain the 1<sup>st</sup>4sport Certificate in Tutoring Sport
- Or Apply for exemption based on APL

### **You can apply for exemption based on APL if:**

1. You hold a recognised teaching qualification & have maintained your teaching / coaching skills and knowledge. You will need to provide evidence that you have maintained skills and abilities through regular teaching / coaching. (If you hold a recognised teaching qualification but are unable to provide evidence of regular teaching then you can take part in the Sports Coach UK Tutor Training course, take the Certificate in Tutoring Sport Assessment, or apply for exemption based on other factors).
2. You tutor regularly but do not hold a recognised teaching qualification. You can apply for exemption based on APL if you can provide evidence that you have achieved the necessary learning outcomes by mapping your training / educational experience against the relevant ENTO standards (see below).
3. You hold a BCU level 5 Coach award & have maintained your coaching skills and knowledge. You will need to provide evidence that you have maintained skills and abilities through regular coaching. (If you hold a recognised level 5 Coach award but are unable to provide evidence of regular coaching then you can either take part in the Sports Coach UK Tutor Training course or take the Certificate in Tutoring Sport Assessment, or apply for exemption based on other factors).

The Coach Educator Training and Certificate in Tutoring Sport qualification programmes are mapped to the following National Occupational Standards for Learning and Development:

- **L3** Identify individual learning aims and programmes
- **L5** Agree learning programmes with learner
- **L6** Develop training sessions
- **L7** Develop learning materials
- **L8** Manage the contribution of other people to the learning process
- **L9** Create a climate that promotes learning
- **L10** Enable learning through presentations
- **L11** Enable learning through demonstrations
- **L12** Enable individual learning through coaching
- **L13** Enable learning through group learning
- **L16** Monitor and review progress with learners
- **L18** Respond to changes in learning and development
- **A1** Assess candidates using a range of methods
- **G3** Evaluate and develop own practice

Applications for exemption based on APL will need to be supported by:

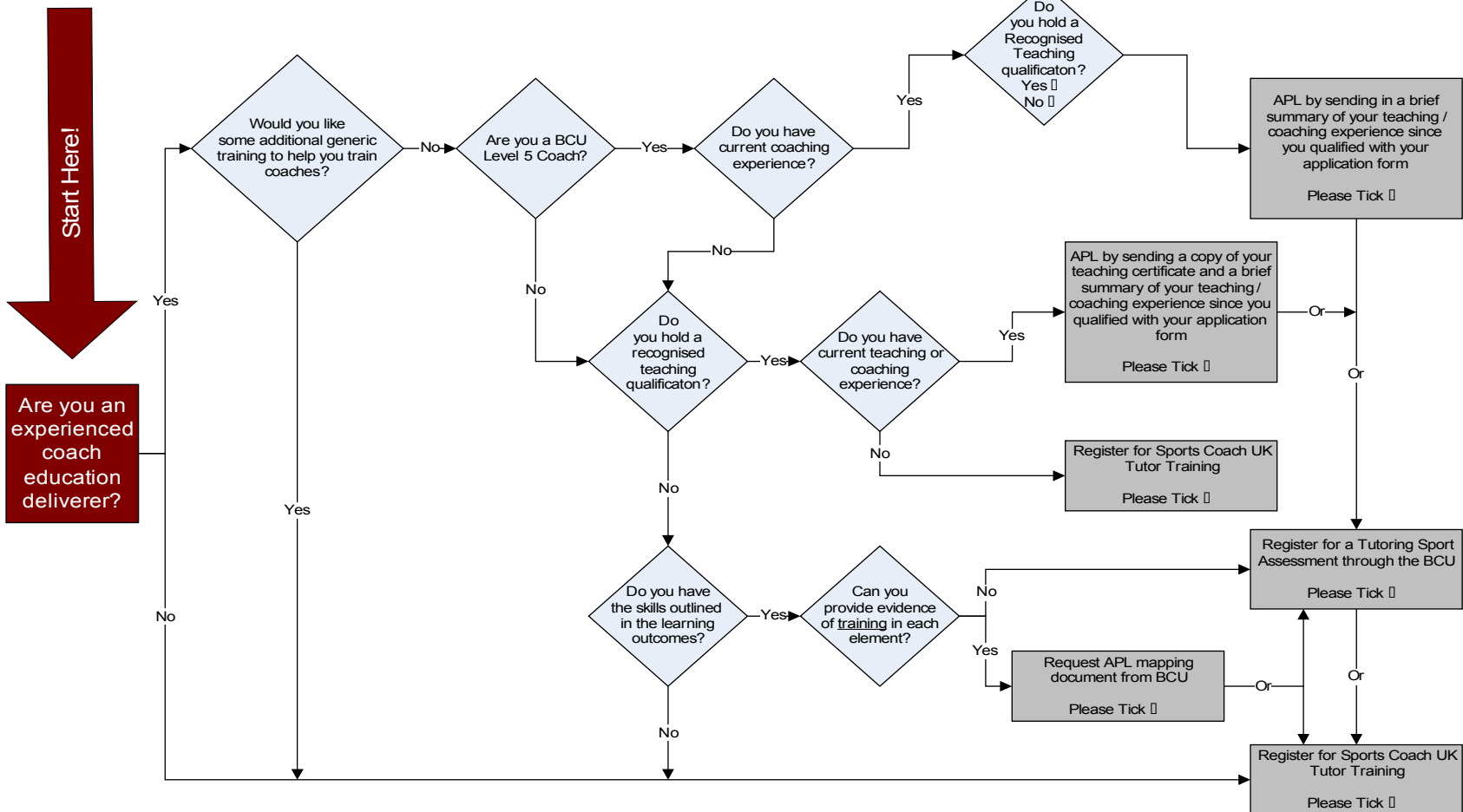
Either A copy of relevant teaching qualification (if appropriate) and evidence of currency.

Or Evidence that you have achieved the necessary learning outcomes by mapping your training / educational experience against the relevant standards listed above.

These applications will form part of your initial application to the BCU UKCC Coach Educator Scheme. Mapping documents are available from the BCU Coaching Department.

SHOULD I DO THE ScUK BCU TUTOR TRAINING/ ASSESSMENT OR CAN I APL?

Please tick only one final grey box .



## BCU Orientation Days

BCU Orientation days will be held to provide the necessary training required to deliver the UKCC training modules. The Orientation days will provide information on the content of the modules, expected standards, delivery methods and necessary paperwork. There will be no exemption from attending Orientation days.

Orientation days will be held for the following modules:

Level 1 Coach Module  
Level 2 Coach Module  
Level 3 Core Coach Module  
Level 4 Core Coach Module

Level 3 Sea Coach Module  
Level 3 Surf Coach Module  
Level 3 White Water Coach Module  
Level 3 Sheltered Water Coach Module  
Level 3 Canoe Coach Module  
Level 3 Slalom Coach Module  
Level 3 Racing Coach Module  
Level 3 Polo Coach Module  
Level 3 Wild Water Racing Coach Module  
Level 3 Freestyle Coach Module

Level 4 Sea Coach Module  
Level 4 Surf Coach Module  
Level 4 White Water Coach Module  
Level 4 Sheltered Water Coach Module  
Level 4 Canoe Coach Module  
Level 4 Slalom Coach Module  
Level 4 Racing Coach Module  
Level 4 Polo Coach Module  
Level 4 Wild Water Racing Coach Module  
Level 4 Freestyle Coach Module

The BCU Coaching Department will manage the delivery of these courses, and employ a specialist team of educators to run the courses.



## **Appendix One**

### **Coach Tutor and Training Director Criteria**



## Criteria for Coach Tutors

	Coaching level required on application	ScUK Tutor Training	BCU Orientation Day
Level 1 Coach Tutor	BCU or BCU UKCC Level 3 Coach award *	Sports Coach UK Tutor Training or 1 <sup>st</sup> 4Sport <u>Certificate</u> Tutoring Sport or apply for APL	Level 1 Coach Tutor
Level 2 Coach Tutor			Level 2 Coach Tutor
Level 3 Core Coach Tutor	BCU or BCU / UKCC Level 4 Coach Award *		Level 3 Core Coach Tutor
Level 3 Discipline Specific Coach Tutor			Level 3 Discipline Specific Coach Tutor
Level 4 Core Coach Tutor	BCU or BCU / UKCC Level 5 Coach Award *		Level 4 Core Coach Tutor
Level 4 Discipline Specific Coach Tutor			Level 4 Discipline Specific Coach Tutor

\* All Coach Tutors will need to hold UKCC coaching qualifications by **January 2012**. This means that Coach Tutors who hold the 'old' BCU awards will need to convert their coaching qualifications to 'new money' BCU UKCC awards before this date. The process by which these transferences will take place is still in development.

\* Before you can apply to the Coach Educator Scheme you are required to have seen the course, which you wish to tutor. This may be in the form of attendance as a course member or observer. This process ensures you have some knowledge of what you hope to tutor!

### Criteria for Training Directors

	Coach Tutor Status required at:	Mentored Delivery	Coaching level required for Training Director Status			Application
Level 1 Training Director	Level 1 Coach Tutor	Level 1 modules as appropriate.	BCU or BCU UKCC Level 4 Coach award *	Assessed Delivery	Attend BCU Training Director Course	<p>Apply to UK Coaching for Training Director Status</p> <p>Applications accepted based on suitability relating to person specification.</p> <p>Guidelines will be issued regarding currency, amount of coaching, coach educating and paddling experience required to maintain currency.</p>
Level 2 Training Director	Level 1 & 2 Coach Tutor	Level 2 modules as appropriate. Plus, delivery of at least one Level 1 module as a Coach Tutor.				
Level 3 Core Training Director	Level 1, 2 & Level 3 Core Coach Tutor	Level 3 core modules as appropriate. Plus, delivery of at least one Level 1 & 2 module as a Coach Tutor.				
Level 3 Discipline Specific Training Director	Level 3 Discipline Specific Coach Tutor	Level 3 discipline specific modules as appropriate.				
Level 4 Core Training Director	Level 1, 2 & Level 3 & 4 Core Coach Tutor	Level 4 core modules as appropriate. Plus, delivery of at least one Level 1, 2 & Level 3 core module as a Coach Tutor.	BCU or BCU / UKCC Level 5 Coach Award *			
Level 4 Discipline Specific Training Director	Level 3 & 4 Discipline Specific Coach Tutor	Level 4 discipline specific modules as appropriate. Plus delivery of at least one Level 3 discipline specific module as a Coach Tutor.				

\* All Coach Tutors will need to hold UKCC coaching qualifications by **January 2012**. This means that Coach Tutors who hold the 'old' BCU awards will need to convert their coaching qualifications to 'new money' BCU UKCC awards before this date. The process by which these transferences will take place is still in development.

## Appendix Two

### Coaching Levels required to Register and Work towards Coach Tutor or Training Director Status

**Pre-requisite coaching level:**

Existing Coach Qualification	Can register and work towards:	Once relevant Coach Tutor Status has been achieved you can then begin work towards:
BCU BCU / UKCC Level 3 coach	Level 1 Coach Tutor Level 2 Coach Tutor	
BCU BCU / UKCC Level 4 coach	Level 1 Coach Tutor Level 2 Coach Tutor Level 3 Core Coach Tutor  Level 3 Discipline Specific Coach Tutor	Level 1 Training Director Level 2 Training Director Level 3 Core Training Director  L3 Discipline Specific Training Director
BCU BCU / UKCC Level 5 coach	Level 1 Coach Tutor Level 2 Coach Tutor Level 3 Core Coach Tutor Level 4 Core Coach Tutor  Level 4 Discipline Specific Coach Tutor	Level 1 Training Director Level 2 Training Director Level 3 Core Training Director Level 4 Core Training Director  L3 Discipline Specific Training Director L4 Discipline Specific Training Director

Note: All **Coach Tutors** will need to hold UKCC coaching qualifications by **January 2012**. This means that **Coach Tutors** who hold the ‘old’ BCU awards will need to convert their coaching qualifications to ‘new money’ **BCU UKCC** awards before this date. The process by which these transferences will take place is still in development.