

BCU Coaching Service

Training the BCU / UKCC Workforce

Document Two
Phase One – Interim Procedures

“Preparing the First Wave of BCU UKCC Coach Educators”

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)

With the introduction of any new scheme comes the challenge of preparing the initial workforce to deliver the first wave of courses. In an attempt to ensure this process is effective, fair and transparent a batch of 'temporary' tutors will be trained alongside a sustainable system that provides long-term opportunities for new educators to enter the profession. High standards will be set for these first educators to ensure the smooth transition from the existing coach training system to the new *BCU UKCC* awards. The BCU will grant temporary status for the first assessors to get the new awards off the ground. Once this temporary status expires the individuals concerned will need to meet the same criteria as anyone else coming into the system and apply for the various tutoring roles (see appendix 1 and document 1). The effect of this system will be a select and concentrated workforce in year one, who are trained to ensure standardised delivery. Opportunities will then be opened up in year 2 based on set criterions. This process ensures that a concentrated team of deliverers are in place that fully understand the content and standard of the new *BCU UKCC* courses and are then available to train and mentor the second wave of tutors in phase 2. We do recognise that this will result in increased work opportunities for some current BCU assessors in the first year, and reduced opportunities for others, however, by the start of year two this will balance out. We apologise for the necessity and inevitability of this, but feel the proposed scheme offers a fair, transparent and effective solution.

This document details the proposals to prepare the first wave of *Coach Educators* for levels 1 – 4 in all disciplines. This includes the pre-requisites and training temporary educators are required to undertake before being able to work on, or direct courses and an outline of what needs to be done when the temporary status expires. The appendices include the criteria for specific course educators, the opportunities available for coaches interested in working as *Coach Educators*, along with a timeline for implementation.

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 4.

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 please ensure you refer to this at all times.

Three additional documents support the Coach Educator Scheme:

In order to understand how the background to these interim procedures relates to the new coach educator scheme, it is important that you also read and digest this next document:

- **The BCU UKCC Coach Educator Scheme Level's 1 – 4**

Training the BCU UKCC Workforce - Document 1 – An explanation of the new scheme.

Outlining how Tutors will qualify in the new **Coach Educator** Scheme.

Available from BCU Coaching department or on the BCU Website www.bcu.org.uk/coaching

- **Delivering BCU UKCC Level 5 Training courses**

Training the BCU UKCC Workforce – Document 3 – Running Level 5 Training Courses.

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 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 when completed.

Glossary

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

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Interim Coach Educator Scheme

Preparing a workforce ready for Jan 2007

The BCU will manage a programme to train the workforce required to run **BCU UKCC** courses. This will be in a two-phase development:

- Phase 1: Train deliverers for the first wave of **BCU UKCC** courses (Sept. 2006 – Sept 2007)
Phase 2: A training and development programme for new tutors (July 2007 onwards)

This will allow us to train a workforce ready to deliver in Jan 2007, retrain the existing assessors and develop a system for training and developing new tutors.

In phase 1 current BCU A4 and A5 assessors (plus current competition coach educators) will be invited to apply to the BCU Coaching Department to become **Coach Educators** for the BCU UKCC. Successful applicants coming in at this phase will receive temporary status that will last until September 2008. Once temporary status expires the individual will need to apply for **Coach Educator** status with the same requirements as new **Coach Educators**. See Appendix 1.

As with the phase two workforce, there will be two types of **Coach Educator**:

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 or 2 Coach Module** At levels 1 and 2 coaching skills and technical paddlesport specifics are taught together in the Coach Module.
2. **Core Coach Module** At level 3 and 4 the 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** Cover 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).

The BCU Coaching Department will accept applications for Temporary **Coach Tutor** status and Temporary Director status, from current BCU A4 and A5 assessors. Applications must be received by BCU Coaching Department by 30/9/06.

Applications that meet the necessary person specifications (See 'BCU UKCC Coach Educator Scheme Person Specifications') will be invited to attend relevant training. Potential Temporary **Coach Tutor** and **Training Directors** will all need to achieve two pre-requisites:

1. either Attend the Sports Coach UK Tutor Training (3 day course)
or Hold the 1st4sport Certificate in Tutoring Sport
or Apply for exemption based on APL

This element of training (or assessment / APL, where previous experience warrants) prepares the individual to tutor potential coaches. The focus is on developing tutoring and delivery skills. For more details of the Tutor Training, Certificate in Tutoring Sport and the APL process see Document 1, Page 8-10.

2. Attend the relevant BCU Orientation Course.

This element of training prepares the Coach Tutor to deliver specific modules within the BCU UKCC. It covers issues such as delivery options, course content, learning outcomes, standards expected and specific BCU good practice guidelines.

Once these two elements have been achieved you should be granted either Temporary **Coach Tutor** or Temporary **Training Director** status by your Home Nation Coaching Development Officer / Director of Coaching. The decision will be based on how your experience relates to the person specifications (See 'BCU UKCC Coach Educator Scheme Person Specifications'), including relevant tutoring, coaching and personal experience in the sport. (In very exceptional cases, where your skills do not match the person specifications, you may be asked to update your paddling / coaching / tutoring experience through an agreed action plan before being granted temporary status).

Applicants who are granted Temporary **Coach Tutor** status will be qualified (until their temporary status expires) to work under the guidance a of Temporary **Training Director** until they meet the requirements and apply for **Training Director** status or **Coach Tutor** status.

Temporary **Training Directors** will need to co-deliver the first two courses (of each module) with either another Temporary **Training Director or Coach Tutor**. Once they have done this they can then work with coach tutors coming through phase 2.

In the first year all courses must be run with at least 2 staff. These staffing requirements are only applicable in the first year, after which they will be re-addressed.

What does it mean to me?

I am not yet an assessor but would like to work in the new scheme

- You can register with the New **Coach Educator** Scheme from January 2007.

I am currently a A2 assessor (See Note*)

- You can register with the New **Coach Educator** Scheme from January 2007.
- You will still be able to work on BCU 1-4 Star, level 1 and 2 training and assessment courses until they are stopped and replaced by the new **BCU UKCC** awards.

I am currently a A3 assessor (See Note*)

- You can register with the New **Coach Educator** Scheme from January 2007.
- You will still be able to work on BCU 1-4 Star, level 1, 2 and 3 training and assessment courses until they are stopped and replaced by the new **BCU UKCC** awards.

I am currently a A3* assessor (See Note*)

- You can register with the New **Coach Educator** Scheme from January 2007.
- You will still be able to work on BCU 4 Star, level 1, 2 and 3 training and assessment courses until they are stopped and replaced by the new **BCU UKCC** awards.

I am currently an A4 assessor

- You can apply for retraining and transfer to the New **Coach Educator** Scheme from May 2006.
- You will still be able to work on current BCU star tests, coach training and assessment courses until they are stopped and replaced by the new **BCU UKCC** awards.

I am currently an A5 Assessor

- You can apply for retraining and transfer to the New **Coach Educator** Scheme from June 2006.
- You will still be able to work on current BCU star tests, coach training and assessment courses until they are stopped and replaced by the new **BCU UKCC** awards.

I am currently a Contracted Course Provider

- You can apply for retraining and transfer to the New **Coach Educator** Scheme from June 2006.
- You will still be able to run current BCU coach training and assessment courses until they are stopped and replaced by the new **BCU UKCC** awards. (The BCU UKCC Coach Educator Scheme will no longer have CCP's however Training Directors will have similar responsibilities).

Note* Applications to the Coach Educator Scheme will be accepted based on personal specifications, including relevant paddling, coaching and tutoring experience in relation to the job specifications and as such, as an A2, A3 or A3*, your application is likely to be prioritised in phase 2. If you are also a Level 4 or Level 5 BCU Coach, it is expected that the time taken to progress from Coach Tutor to Training Director will be significantly shorter than a coach with no assessor grades based on your previous tutoring experience. See 'BCU UKCC Coach Educator Scheme Person Specifications' and appendix 3 timelines.

Appendix One

Temporary Coach Tutor & Training Director Criteria

The requirements for Temporary Level 1 Coach Tutors / Training Directors

Phase 1 Interim Workforce	Pre-requisites for applicants	Applications submitted to BCU Coaching Department.	ScUK Cert. Tutoring Sport	BCU Orientation Day	Temporary Status Granted	Mentored Delivery	Assessed Delivery	Additional Prerequisites	Applications for Training Director and/or Coach Tutor accepted up until Sept '08
	A4 (closes 30/9/06)		Attend ScUK Tutor Training, hold the 1 st 4sport Cert. in Tutoring Sport, or apply for exemption based on APL.	Level 1	Temporary Training Director	Co-deliver first courses	Via QA	Attend the BCU Training Directors Course	

The requirements for Temporary Level 2 Coach Tutors / Training Directors

Phase 1 Interim Workforce	Pre-requisites for applicants	Applications submitted to BCU Coaching Department.	ScUK Cert. Tutoring Sport	BCU Orientation Days	Temporary Status Granted	Mentored Delivery	Assessed Delivery	Additional Prerequisites	Applications for Training Director and/or Coach Tutor accepted up until Sept 2008
	A4 (closes 30/9/06)		Attend ScUK Tutor Training, hold the 1 st 4sport Cert. in Tutoring Sport, or apply for exemption based on APL.	Level 1 & 2	Temporary Training Director	Co-deliver first courses	Via QA	Work at least one level 1 Coach module. Attend the BCU Training Directors Course.	
			Temporary Coach Tutor	Work alongside Temporary Training Director	Via Temporary Training Director / QA				

The requirements for Temporary Level 3 Core Coach Tutors / Training Directors

Phase 1 Interim Workforce	Pre-requisites for applicants	Applications submitted to BCU Coaching Department.	ScUK Cert. Tutoring Sport	BCU Orientation Days	Temporary Status Granted	Mentored Delivery	Assessed Delivery	Additional Prerequisites	Applications for Training Director and/or Coach Tutor accepted up until Sept 2008
	A4 (closes 30/9/06)		Attend ScUK Tutor Training, hold the 1 st 4sport Cert. in Tutoring Sport, or apply for exemption based on APL.	Level 1, 2 & Level 3 Core	Temporary Training Director	Co-deliver first course	Via QA	Work at least one level 1 and one level 2 Coach module. Attend the BCU Training Directors Course	
				Temporary Coach Tutor	Work alongside Temporary Training Director	Via Temporary Training Director / QA			

The requirements for Temporary Level 3 Discipline Specific Coach Tutors / Training Directors

Phase 1 Interim Workforce	Pre-requisites for applicants	Applications submitted to BCU Coaching Department.	ScUK Cert. Tutoring Sport	BCU Orientation Days	Temporary Status Granted	Mentored Delivery	Assessed Delivery	Additional Prerequisites	Applications for Training Director and/or Coach Tutor accepted up until Sept 2008	
	A4 (closes 30/9/06)		Attend ScUK Tutor Training, or hold the 1 st 4sport Cert. in Tutoring Sport, or apply for exemption based on APL.	Level 3 Discipline Specific	Temporary Training Director	Co-deliver first course	Via QA	Via Temporary Training Director / QA		Attend the BCU Training Directors Course
					Temporary Coach Tutor	Work alongside Temporary Training Director				

The requirements for Temporary Level 4 Core Coach Tutors / Training Directors

Phase 1 Interim Workforce	Pre-requisites for applicants	Applications submitted to BCU Coaching Department.	ScUK Cert. Tutoring Sport	BCU Orientation Days	Temporary Status Granted	Mentored Delivery	Assessed Delivery	Additional Prerequisites	Applications for Training Director and/or Coach Tutor accepted up until Sept 2008
	A5 (closes 30/9/06)		Attend ScUK Tutor Training, or hold the 1 st 4sport Cert. in Tutoring Sport, or apply for exemption based on APL	Level 1 & Level 4 Core	Temporary Training Director	Co-deliver first course	Via QA		
				Temporary Coach Tutor	Work alongside Temporary Training Director	Via Temporary Training Director / QA			

The requirements for Temporary Level 4 Discipline Specific Coach Tutors

Phase 1 Interim Workforce	Pre-requisites for applicants	Applications submitted to BCU Coaching Department	ScUK Cert. Tutoring Sport	BCU Orientation Days	Temporary Status Granted	Mentored Delivery	Assessed Delivery	Additional Prerequisites	Applications for Coach Tutor accepted up until Sept 2008
	A5 (closes 30/9/06)			Attend ScUK Tutor Training, or hold the 1 st 4sport Cert. in Tutoring Sport, or apply for exemption based on APL.	Level 4 Discipline Specific	Temporary Coach Tutor	Work alongside Temporary Training Director	Via Temporary Training Director / QA	

Note: The core and discipline specific modules will be integrated together at Level 4, and directed by Temporary Level 4 Core Training Directors in the interim period.

Appendix Two

Assessor Grades required to register and Work towards Temporary Coach Tutor and Training Director Status

Existing Coach Qualification	Can apply for and work towards:
BCU A4	Temporary Coach Tutor or Training Director: <ul style="list-style-type: none"> • Level 1 Module • Level 2 Module • Level 3 Core Module • Level 3 Discipline Specific Module
BCU A5	As above plus: <ul style="list-style-type: none"> • Level 4 Core Module Temporary Coach Tutor or Training Director • Level 4 Discipline Specific Module Temporary Coach Tutor

Note: Preference will be given to applications where there is a willingness to work at all available levels.

Appendix Three

Timeline

Interim Workforce

May 2006:

Phase 1 - Current CCP's, A4 and A5 assessors invited to apply to BCU UKCC Coach Educator Scheme (Applications accepted until 30/9/06).

May – Aug 2006:

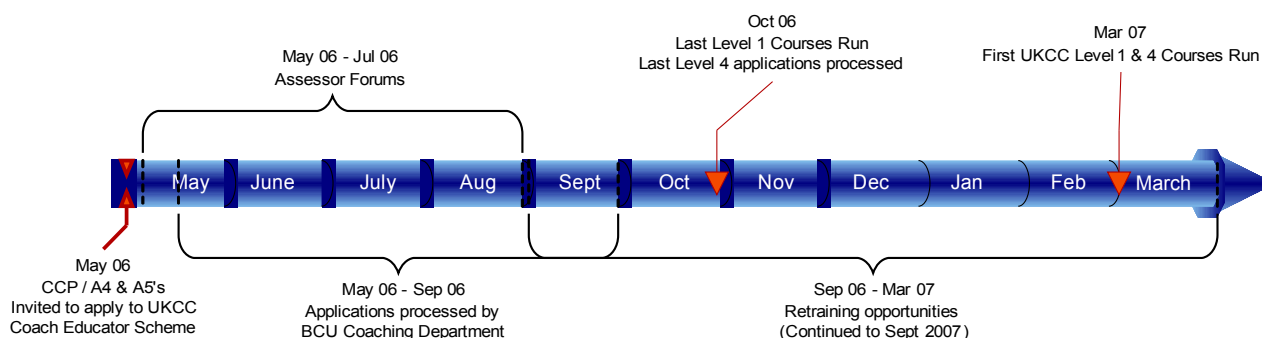
Regional assessor forums run by National Trainers to answer queries regarding the new *Coach Educator* Scheme.

May – Sept 2006:

Phase 1 - Applications processed by BCU Coaching Department (Closing date 30/9/06).

Sept 2006 – Sept 2007:

Phase 1 - Re-training of successful applicants.
(3 day ScUK Tutor Training or APL + BCU Orientation Day)



Sustainable Level 1 – 4 Workforce

January 2007 onwards:

Registrations for BCU Coach Educator Scheme accepted from interested level 3's by BCU Coaching Department.

July 2007 onwards:

Access to Tutor Training and orientation days for successful applicants.

Phasing in BCU UKCC / Phasing out BCU Coach Awards

	Coach Training		Coach Assessment	
	Last Existing BCU Coach Training Courses	New BCU UKCC Training Courses from	Last Existing BCU Coach Assessments	New BCU UKCC Assessment Courses from
Level 1	October 2006	March 2007	December 2008	September 2007
				March 2008
				March 2008
Level 2	March 2007	September 2007		September 2007
Level 3	March 2007	September 2007		
Level 4	October 2006	March 2007		