

## **SOA Coach Education Policy**

### **Candidates**

Bookings are open to any eligible candidate. This usually results in a mix of candidates, who then learn from each other as well as from the tutor. This is particularly valuable for candidates who will not be coaching in the club situation and intend only using the qualification within their workplace and so should be gaining ideas by mixing outside the 'delivered activities' situation of a centre etc..

Courses will NOT be organised specifically for candidates from a single workplace who are not regular orienteers; nor will such groups be permitted to occupy more than two-thirds of the total number of places on any course.

### **TD4 competence for Level 1**

Evidence of competence at TD4 is a pre-requisite for the Level 1 qualification. SOA will require this evidence to be gained at least a month before the UKCC L1 course is undertaken, to allow for consolidation before the course. It must also be gained and confirmed as acceptable before any application is made for funding.

Evidence must be sufficient to indicate that the candidate completed a valid TD4 course without assistance, and in a time that indicates competence. Results are often sufficient; we might also require to see the competition map (with course).

### **Staff – Coach Educators, Assessors & Internal Verifiers**

Staff are formally appointed to courses by BOF; all staff must be qualified to the standards required by BOF and SQA, they must be licensed coaches and must have signed the Code of Conduct for Tutors and Coach Educators. In addition, we expect assessors also to have experience of tutoring UKCC courses, and IVs to have experience of both tutoring and assessing UKCC courses. Furthermore, all staff on Level 2 courses are required to have experience of the Level 1 qualification.

At least one of the staff on each course shall be either the SOA Coaching Co-ordinator or the Qualification Co-ordinator.

Courses will be internally verified in accordance with British Orienteering and SQA requirements.

### **Schedule**

Courses will normally be scheduled to run between early March and late November; this is to avoid uncertainty about possible cancellation due to bad weather, and to ensure sufficient daylight hours for practical activities.

In order to focus candidates' attention and maximise the likelihood of viable numbers of candidates on each course, we will schedule only the actual number of courses that we would require to run in order to meet our desired number of qualified coaches. If you are unable to fit into the schedule please contact the National Centre to discuss your requirements.

Level 1 courses will usually be run on three consecutive days; level 2 courses will usually be run on a weekend plus an additional day 1-4 weeks later. Candidates must commit to all the designated days for their chosen course.

## Course venues

To meet requirements of SQA and BOF, courses will be run only at venues with adequate classroom facilities AND immediate access to a suitable mapped area for outdoor activities. Courses are normally run at Glenmore Lodge.

## Funding

When funding is available from **sport**Scotland and/or SOA, it is normally available only to permanent residents of Scotland, and other conditions might apply. .

Candidates must follow the specified procedure for obtaining funding, according to their situation and requirements.

Candidates whose participation is partly or fully funded by **sport**Scotland and/or SOA may be required to repay the full amount of that funding if they fail to attend or do not complete the course, which includes assessment for the award.

## Ongoing support

All newly qualified coaches will be supported at an appropriate level to help them become licensed and fully effective as quickly as possible. In particular, coaches whose qualifications were funded by sportScotland will be supported as necessary to help them meet the commitment of 12 coaching hours within the first year.

All coaches will also be supported to help them maintain the required level of CPD for them to remain licensed.

Candidates for the UKCC L2 certificate will be supported and mentored to facilitate completion of the qualification. Candidates who do not present themselves for assessment within the prescribed timescale (2 years) might be required to repay the funding they received for the course.

## Administrative procedure

The administrative procedure for UKCC courses must be followed in all cases; it can be obtained from the Qualification Co-ordinator and the current version is routinely sent to any UKCC course organiser or coach educator at the start of the process or organising a relevant course.

## Post-holders as at January 2011:

- SOA Coaching Co-ordinator – Lynne Walker
- Qualification Co-ordinator – Hilary Quick

Lynne Walker & Hilary Quick

January 2011 revised January 2012