

SOA Coach Education Policy

Learners

Bookings are open to any eligible learner. This usually results in a mix of learners, who then learn from each other as well as from the tutor. This is particularly valuable for learners 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 learners 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.

Technical competence

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.

For Level 2, evidence of enduring competence at TD5 is required, usually covering a period of at least 2-3 years.

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

Recognition of Prior Learning (RPL)

Learners who are experienced competitive orienteers may apply to go direct to UKCC Level 2, especially if they have attended the Coaching Foundation course. They will be required to complete the written tasks 1-5 from UKCC Level 1, which must be submitted at least one month before the course and must be assessed by an appropriately qualified assessor nominated by the Qualifications Co-ordinator, and deemed to show competence.

Learners who have believe they have relevant prior learning must apply by e-mail to the Qualifications Co-ordinator.

Staff – Coach Educators, Assessors & Internal Verifiers

Staff are formally appointed to courses by British Orienteering; all staff must be qualified to the standards required by British Orienteering 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 comparable roles on the Level 1 qualification. At least one of the staff on each course shall be either the SOA Coaching Co-ordinator or the Qualifications 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 learners' attention and maximise the likelihood of viable numbers of learners 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.

Throughout 2015 Level 1 courses will be run across a weekend, and learners must first attend the one-day Coaching Foundation course; Level 2 courses will usually be run on a weekend plus an additional day 1-4 weeks later. Learners 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 sportScotland and/or SOA, it is normally available only to permanent residents of Scotland, and other conditions might apply.

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

Learners whose participation is partly or fully funded by sportScotland 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.

Level 2 completion

Learners for the UKCC L2 certificate will be supported and mentored to facilitate completion of the qualification.

UKCC L2 learners 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.

In exceptional circumstances, it might be possible to extend the 2 year time limit for completion of the UKCC L2 qualification; a fee of £50 will be due from the candidate for such an extension, unless the delay has been caused by SOA.

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 Level 1 qualification was 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.

Administrative procedure

The administrative procedure for UKCC courses must be followed in all cases; it can be obtained from the Qualifications 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 November 2014:

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

Lynne Walker & Hilary Quick

Reviewed November 2014

Next review due November 2016