

### **The Coaching Code**

1. British Canoeing has endorsed the following policies and as such all coaches should read, endorse and abide by the following:

Statement of Physical Competence / Duty of Care / Code of Ethic / Child Protection

Equal Opportunities / Manual Handling / Insurance

You should understand that in law you have a 'Duty of Care' to others, and that this duty of care is enhanced with regard to your responsibility to those who you teach because of the training and any qualification you receive.

It is your duty to inform the Scottish Canoe Association or British Canoeing should at any time you suffer any significant injury or develop any debilitating illness or condition which may impair your ability to be responsible for the overall safety of the canoeists in your charge. (The declaring of impairment does not necessarily debar a person from holding a coaching qualification)

You should understand that the First Aid qualification relevant to your award should be kept current whilst practising as a Coach and for your coaching qualification to remain valid.

Please note – SCA Full Membership provides Third Party Liability Insurance (£10 million) for those involved in coaching others.

Every three years as a Coach and also as an Assessor, you will be required to undertake relevant Coaching CPD in line with the British Canoeing Coach Update Scheme.

## Course Processes

### ASSESSMENT PROCESSES

During the course you will be asked to undertake a variety of tasks which will allow your Assessors to collect the required evidence of your competence regarding the course content.

The collection of appropriate evidence will take a number of forms however you will always be made aware of an impending assessment prior to the undertaking of any task.

In general the forms of assessment collection are as follows;

- Candidate written evidence - This will be in the form of a written piece of work which you would be asked to prepare eg; written questions.
- **Workplace product** – This would include materials prepared by you from within the coaching environment eg; session plans, risk assessments etc,
- **Candidate performance evidence** - This will be in the form of an Assessor watching you during eg; a coaching session and assessing what was performed by you.
- **Oral evidence** - This will be when an assessor writes down your verbal answers to a given question/s.

### PORTFOLIO DEVELOPMENT

Evidence which is collected by you and on your behalf will be developed into your own personal portfolio. This portfolio will be referenced regularly by your assessor, internal verifier and on occasion by the External Verifier of the SQA to ensure that course standards have been met.

### INTERNAL VERIFICATION

The Internal Verifier will monitor the assessment process and will counter check evidence collected from you by the assessment staff. With regards to the recording of assessment evidence it is of utmost importance that you sign and date any materials given by you to any of the course staff. This simple process will help off-set evidence being lost or miss-recorded in the future.

### REASSESSMENT AND ACTION PLANNING

Should your Assessor feel that you have not achieved an assessment outcome during your course of study an agreed action plan will be developed between the candidate and the Assessor to allow for a reassessment opportunity to take place. This action plan will include agreement on practices which need to be improved upon and the development of knowledge and skills which will assist in the reassessment.

If the reassessment opportunity again results in the candidate being unable to show current competence against the reassessed criteria that candidate will be deemed to have failed and will be withdrawn from the course.

Should the candidate wish to be reconsidered for a future programme they will have to go through the formal registration and induction process again at a later date and will be guided by delivery staff as to learning opportunities which will assist in their personal development prior to re-registration.

### CERTIFICATION

At a time when the course staff have gathered the evidence needed to accredit you with this qualification, SQA will be notified of the result of your study and you will be certified accordingly and in due course.

### APPEALS

If at any time you disagree with an assessment decision, you are expected to discuss your feelings in the first instance with your Assessor. A candidate appeal can be based only on an assessment decision and on no other grounds eg venue, timings, dates etc. The full appeals process is as follows;

1. When a candidate wishes to appeal against the assessment decision of an Assessor the candidate will in the first instance discuss this with their Assessor.
2. Should the candidate continue to wish to appeal against the Assessors decision they will then submit a written appeal to the Course Co-ordinator responsible for the management of the programme within 5 working days of the assessment decision.
3. The Course Co-ordinator will forward an Appeal Form to the Internal Verifier within 2 working days of acceptance of the notice.
4. The Internal Verifier will re-assess the candidate's work and return a written decision to the Course Co-ordinator within 5 working days.

5. The Course Co-ordinator will arrange for any appeal arising from the IV's decision to be considered at the next monthly Team meeting and will involve an independent third party who is vocationally qualified and appropriately experienced in this field.
6. The Course Co-ordinator will inform the candidate of any decisions made.

### **DATA PROTECTION**

Personal details will need to be gathered from candidates to allow for registration and certification for your award with the Scottish Qualification Authority. This data transfer will at no time encroach on your civil rights as detailed in the Data Protection Act (1998) Please also note that on completion of your course SQA candidate certificates will be opened and copied for quality assurance purposes prior to them being sent out to candidates.

### **HEALTH AND SAFETY**

All candidates will be required to become familiar with and uphold the Health and Safety Policy requirements as adopted by the facilities in which you will coach. Health and Safety issues in general involve the adoption of **common sense** by all persons within the facility and it is therefore expected that you will embrace and uphold common sense in relation to the safety of yourself and others.

### **EQUAL OPPORTUNITIES**

Your Approved Delivery Centre and SGB uphold the ethic of allowing each individual fair and reasonable opportunities to education and assessment regardless of hours worked, employment undertaken, religious beliefs or personal ability. Should a candidate feel the need for assistance in allowing for equal opportunity in relation to their studies they should immediately discuss this need with their course assessor to allow processes to be implemented for a review of the candidate concerns

### **GRIEVENCE PROCEDURE**

Complaints dealt with under this procedure will relate to all aspects of delivery on matters not directly involving assessment decisions and will include areas such as:

- Ineffective delivery by the Tutor / Assessor
- Omission in respect of the syllabus to be covered
- Inappropriate activities by the Tutor / Assessor including any behaviour which may cause concern or offence
- Irregularities in the way in which the course is organised, delivered or assessed.

Complaints may be made during a course or at the end. In the case of the latter this must be received by the delivery sport within 28 days of the completion of the course.

The first stage in the complaints procedure is to the Tutor / Assessor and should be made in writing stating clearly the nature of the complaint. The letter should be dated and signed and a copy sent to the Programme Manager. If the Tutor / Assessor is the Programme Manager then the complaint should be sent to the SQA Centre Contact from within the Approved Centre.

The Tutor / Assessor is required to respond to the complaint within 10 working days with a copy to the Programme Manager (or SQA Centre Contact).

If the complainant is not satisfied with the outcome of the complaint to the Tutor / Assessor the Programme Manager (or SQA Centre Contact) should be requested to investigate the matter further.

**If the complainant is not satisfied with the outcome of the complaint to the Tutor / Assessor and the Programme Manager (or SQA Centre Contact), the complaint should be forwarded to the Approved Centre for consideration and response by the SQA Centre Contact or with the involvement of an independent arbitrator from within the SQA Approved Centre having an input should this be required eg Human Resource Manager.**

The findings of the Approved Centre, which might include input from the National Governing Body of the sport, will be documented and communicated to the complainant.

### **PLAGIARISM** *'the intentional or unwitting presentation of another's ideas as one's own'*

It is expected that any work which is forwarded by you, the candidate, for assessment purposes has been undertaken and completed by you alone. The ownership of thoughts and ideas must be acknowledged by you should you wish to borrow information useful within one's own assessment materials.