

## British Canoeing Coach Educator Requirements

Guidance for Home Nation Delivery Centres recruitment of Tutors, Assessors, and Directors to deliver British Canoeing Level 1 and 2 Coach Training and Assessment.

### Introduction

This document covers the recruitment and development requirements for new Level 1 and 2 Coach Tutors, Assessors and Directors. It also covers the Coach Educator Update requirements.

The Home Nation Delivery Centres are able to open application for Level 1 and 2 Coach Tutors and Assessors to meet their workforce. Home Nation Delivery Centres will normally open applications once per year (around May) if required, unless they have specific workforce issues that require additional recruitment. The Home Nation Delivery Centre Manager is responsible for the selection of the most appropriate applicants based on suitability, strength of application in relation to the detailed Job Specifications, and their own workforce demands.

## New Tutor/Assessor Roles

### Application Requirements

Applications for tutors and assessors will be considered from active and updated coaches with a minimum of Level 3 Coach, or Coach with Moderate Water Endorsement. The strongest applications will be selected considering:

- Depth and breadth of coaching qualifications and experience
- Tutoring qualification and/or experience
- Assessing qualification and/or experience
- Knowledge and understanding of the award syllabus
- Knowledge and understanding of British Canoeing Qualification pathways
- Fit to Home Nation Delivery Centre workforce demands

See 'Job Description and Person Specification for British Canoeing Coach Tutors and Assessors' for further details (see page 8).

Note: applicants that have previously been accepted through the Phase 2 recruitment process may not meet the essential qualifications, experience or knowledge. The Home Nation Delivery Centre is able to accept these applications if they wish. Any other applicant who does not meet the essential qualifications, experience or knowledge must apply for APL if they wish to be considered.

### Application Process

Applications will be considered based on the individuals skill set against the specific demands for new tutors and assessors, with the most appropriate applicants selected based on suitability and strength of application in relation to the detailed Job Description and Person Specification. Note – British Canoeing's awarding body may request copies of applications (and the supporting evidence) for external verification purposes. The Home Nation Delivery Centres are expected to work together to ensure consistency in the selection process. British Canoeing's awarding body must be consulted if there are uncertainties about an applicant's suitability when their application is reviewed against the stated requirements.

### Development Process

Successful applicants will be required to commit to a development process before they are able to deliver courses, this will include:

1. Attend Orientation for the role that is being applied for
2. Work with an identified mentor\* to support development
3. Work through individualised action plan, supporting specific coach educators\* run courses as an additional member of staff
4. Complete portfolio of evidence

Upon achievement of the appropriate standard of delivery on a course as an additional member of staff a recommendation is made to the Home Nation Delivery Centre for the aspirant coach educator

to be granted the appropriate tutoring and/or assessing role (See page 16 for details of who can be appointed to make this recommendation).

If accepted the tutor/assessor will be offered a temporary role, be required to agree to their Coach Educator licence agreement and pay the associated fee.

Successful applicants are required to pay a fee (£250, for 2014) prior to attendance at the initial orientation. This contributes to the Home Nation Delivery Centre costs in providing support through the whole process.

Aspirant tutors/assessors are expected to have completed this process 3-years from attendance at initial British Canoeing Orientation. It will be assumed that aspirant tutors/assessors who do not complete the process within this time do not wish to pursue the role; an extension maybe requested/granted in exceptional circumstances.

The Home Nation Delivery Centre will prioritise the quality assurance and internal verification of new tutors and assessors. The 'temporary' status of the role is removed following a successful QA/IV visit, and the achievement of the required tutoring and/or assessing qualification. It is necessary to have achieved the requirements to remove the 'temporary' status within 2-years from the date of the role being granted.

## New Director Roles

Applicable to all Tutors/Assessors wishing to move into the Director Role (inc. those who entered the scheme through Phase 1, 2 or 3).

### Application Requirements

Applications for directors will be considered from active Level 1 or Level 2 tutors/assessors who hold a Level 3 (UKCC) or Level 5 Coach qualification (or are working towards completion of one of these qualifications). The strongest applications will be selected considering:

- Depth and breadth of coaching qualification / experience
- Tutoring qualification / experience
- Assessing qualification / experience
- Amount of experience in the specific tutoring/assessing role
- Fit to Home Nation Delivery Centre workforce demands

See 'Job Description and Person Specification for British Canoeing Coach Directors' for further details (See page 12).

Note: Tutors and Assessors that were targeted by the Home Nation to work towards a Director Role prior to May 2013 may not meet the essential qualifications, experience or knowledge. The Home Nation Delivery Centre is able to accept these applications if they wish. Any other applicant who does not meet the essential qualifications, experience or knowledge must apply for APL if they wish to be considered.

## Application Process

Applications will be considered based on the individuals skill set against the specific demands for new directors, with the most appropriate applicants selected based on suitability and strength of application in relation to the detailed Job Description and Person Specification. Note - British Canoeing's awarding body may request copies of applications (and the supporting evidence) for external verification purposes.

## Development Process

Successful applicants will be required to commit to a significant development process before they are able to deliver courses, this will include:

1. Attend British Canoeing Director Orientation
2. Work with an identified mentor\* to support development
3. Work through individualised action plan, supporting courses in the Director role (directed by specific coach educators\*) as an additional member of staff
4. The potential Director should develop, and provide, their own fully referenced learning programme and set of session plans (this could be from a British Canoeing exemplar set that they can use/adapt if they want)

Upon achievement of the appropriate standard of delivery on a course a recommendation is made\* to the Home Nation Delivery Centre for the aspirant coach educator to be granted the appropriate director role. If accepted the director will be offered the role and asked to upgrade to a Director Coach Educator licence agreement.

All Directors training (or assessing) candidates for the Level 1 (or 2) Certificate in Coaching Paddlesport require a nationally recognised Tutoring (or Assessing) Qualification that aligns to the relevant National Occupational Standards for Learning and Development (standards 1 to 10). Applications may be accepted from candidates who are working towards these qualifications, however the Director role will not be granted until they have been completed.

Successful applicants are required to pay a fee of £250 prior to attendance at the initial orientation. This contributes to the Home Nation Delivery Centre costs in providing support through the process.

Aspirant directors are expected to have completed this process 3-years from attendance at initial orientation. It will be assumed that aspirant directors who do not complete the process within this time do not wish to pursue the role; an extension maybe requested/granted in exceptional circumstances.

Temporary Directors must have their second staff agreed by the Home Nation Delivery Centre Manager as part of the course authorisation process. Temporary Directors are only able to work with second staff who are either directors, or suitably experienced tutors/assessors.

The Home Nation Delivery Centre will prioritise the quality assurance and internal verification of new Directors. The 'temporary' status of the role is removed following a successful QA/IV visit and the achievement of the required Level 5 or Level 3 (UKCC) qualification. It is necessary to have achieved the requirements to remove the 'temporary' status within 2-years from the date of the role being granted. (See appendix 3 for details of who can be appointed to make this recommendation).

## Coach Educator Update Requirements

In order to maintain Coach Educator roles providers must fulfil the minimum delivery and moderation requirements, meet their Home Nation Delivery Centre internal verification and quality assurance requirements, and abide by the terms of their licence agreement.

### Minimum delivery requirements

For each role, registered coach educators need to deliver a minimum of two courses per three calendar years. (Delivery can include course director, second member of staff, or active observation of a full course as an additional member of staff).

### Moderation

Registered coach educators need to attend at least one moderation event (for the level at which they deliver), within each three-year cycle (i.e. Level 1 and/or Level 2 Moderation). The Home Nation Delivery Centres are able to increase this requirement, or schedule compulsory moderation if circumstances require.

The Home Nation Delivery Centres will run an annual programme of moderation, focusing on the relevant issues at the time. This may focus on training and/or assessment topics. They may also combine moderation e.g. have a Level 1 and 2 Assessing moderation day, that would meet the requirement for tutors/assessors at both levels. It is the responsibility of the Home Nation Delivery Centre to ensure the moderation content and format meets the quality assurance/internal verification needs of their workforce.

### Maintenance of active Role

The Home Nation Delivery Centres will check annually that minimum delivery and moderation requirements are met, on an annual basis. This will normally occur at the start of January for the previous 3-year period.

- Where tutors/assessors do not meet their minimum delivery or moderation requirements they will lose their role
- Where directors do not meet their minimum delivery or moderation requirements they will be re-registered as a tutor/assessor, and will be required to meet the tutor/assessor update requirements at the end of the following year

In addition to the requirements above, registered coach educators need to demonstrate satisfactory competence against their Home Nation Delivery Centre internal verification and quality assurance requirements, and abide by the terms of their licence agreement.

To re-establish a role that has been removed, the coach educator will need to go through the process for new coach educators unless they have a case to apply for APL.

If the coach educator meets the necessary requirements, they will be able to apply for a Coach Educator Licence Agreement in order to be able to deliver courses.

## Implications for Phase 1 Temporary Training / Assessment Directors

The requirements for Phase 1 Temporary Training and Assessment Directors to lose 'Temporary' status are as follows:

Requirements for 'Level 1 Temporary Training & Assessment Director' to move to 'Level 1 Training & Assessment Director':

- Level 1 Temporary Training and Assessment Director
- Updated Level 3 Coach
- A satisfactory Home Nation Delivery Centre QA visit, (inc. a satisfactory British Canoeing Tutoring Assessment)
- Complete a satisfactory IV Report
- Either Complete a qualification covering the national standards for assessment (see p.11)  
Or 'old' BCU A4 Assessor Status  
Or Apply for exemption based on APL

Requirements for 'Level 2 Temporary Training Director' to move to 'Level 2 Training Director':

- Level 2 Temporary Training Director
- Updated Level 3 Coach
- A satisfactory Home Nation Delivery Centre QA visit, (inc. a satisfactory British Canoeing Tutoring Assessment)

Requirements for 'Level 2 Temporary Assessment Director to move to 'Level 2 Assessment Director':

- Level 2 Temporary Assessment Director
- Updated Level 3 Coach
- Complete a satisfactory IV Report
- Either Complete a qualification covering the national standards for assessment (see p.11)  
Or 'old' BCU A4 Assessor Status  
Or Apply for exemption based on APL

There will be a date set by which time all Tutors and Assessors must have lost their 'Temporary' Status. This will be published at least 12 months in advance.

## Implications for Phase 2 Temporary Tutor and Assessors

The requirements for Phase 2 Temporary Tutors and Assessors to lose 'Temporary' status are as follows:

Requirements for 'Level 1 Temporary Tutor and Assessor' to move to 'Level 1 Tutor and Assessor':

- Level 1 Temporary Tutor
- Updated Level 3 Coach
- Either Complete a qualification covering the national standards for assessment (see p.11)
  - Or 'old' BCU A4 Assessor Status
  - Or Apply for exemption based on APL

Requirements for 'Level 2 Temporary Tutor' to move to 'Level 2 Tutor':

- Level 2 Temporary Tutor
- Updated Level 3 Coach

Requirements for 'Level 2 Temporary Assessor' to move to 'Level 2 Assessor':

- Level 2 Temporary Assessor
- Updated Level 3 Coach
- Either Complete a qualification covering the national standards for assessment (see p.11)
  - Or 'old' BCU A4 Assessor Status
  - Or Apply for exemption based on APL

There will be a date set by which time all Tutors and Assessors must have lost their 'Temporary' Status. This will be published at least 12 months in advance.

Please note that from 1st January 2014 ALL tutors and Assessors wishing to progress to Director are required to meet the requirements laid out on page 3 and 4.

## Job Description and Person Specification for British Canoeing Coach Tutors and Assessors

Job Title:	Level 1 Coach Tutor and Assessor Level 2 Coach Tutor Level 2 Coach Assessor
Reports to:	Home Nation Delivery Centre
Overall Purpose:	To deliver British Canoeing Level 1 and/or 2 Coach Training/Assessment as per the relevant qualification requirements, under the guidance of an authorised course director.

### Key Responsibilities

- To deliver training/assessment associated with the relevant qualification as and when required to do so.
- To work with and support British Canoeing's awarding body and the Home Nation Delivery Centres in the delivery of coach education/assessment.
- To support, advise and mentor candidate coaches in their development through the coach pathway.
- To support, advise and mentor aspirant tutors/assessors to ensure consistent application of best practice.
- To attend, and contribute to, training and standardisation meetings, workshops and other update events as required.
- To maintain robust and valid administrative practices and records for courses and candidates and maintain all relevant communications.
- To contribute to the development and updating of guidance and support materials for use with British Canoeing qualifications.

### Personal Profile

- Has strong interpersonal skills and the ability to operate as a team player.
- Is able to communicate effectively with a wide range of people. Is skilled in communicating through various media and has excellent presentation skills. Is competent in the language used for assessment (or has access to appropriate guidance and training).
- Is fair and equitable, ethical and honest. Treats people with respect, is candid, and protects confidential information. Adheres to Home Nation policies and demonstrates loyalty to the British Canoeing/Home Nation and the team. Supports equality of opportunity.



- Is a clear thinker able to approach tasks in a systematic and logical manner. Has excellent problem solving skills.
- Is able and willing to take and offer advice. Is willing to learn, develop and grow.
- Has the ability to write and speak in plain English and to use language that is free from bias and appropriate to the qualification.
- Has competence in assessment and awarding systems and procedures (applicable to Level 1 Coach Tutor and Assessor / Level 2 Assessor roles).
- Has competence in the subject matter of the qualification/s.
- Has excellent analytical skills.
- Has excellent customer care skills.
- After training, has the ability to make accurate judgements about the standard of candidates' coaching performance, knowledge and development needs.

## Qualifications

**Essential** British Canoeing Level 3 Coach or Coach with Moderate Water Endorsement.

Level 2 Coaching qualifications covering two significantly different disciplines within paddlesport, or the Level 2 Certificate in Coaching Paddlesport.

An appropriate tutoring qualification (or the commitment to complete). (Applicable to Level 1 Coach Tutor and Assessor / Level 2 Tutor roles).

An appropriate assessing qualification (or the commitment to complete). (Applicable to Level 1 Coach Tutor and Assessor / Level 2 Assessor roles).

**Desirable** Level 3 (UKCC) Certificate in Coaching Paddlesport or Level 5 Coach.

Coaching qualifications in both a canoe and a kayak discipline.

Coaching qualifications in both competitive and non-competitive paddlesport disciplines.

## Experience

**Essential** At least five years' experience running progressive coaching sessions in two significantly different paddlesport disciplines.

**Desirable** Experience in a training/assessing role for British Canoeing (e.g. Foundation module, MWE, AWE, 4/5 Star Provider), or Coach Educator role/s from another sport/s.

Recent experience and competence in training and awarding systems and procedures.

Experience coaching a range of relevant user groups in relevant environments, including experience:

- running long-term coaching programmes (1-year or more)

- coaching a wide range of participants (age, ability, aspirations)
- coaching participants in canoe and kayak
- coaching competitive and non-competitive paddlesport disciplines

Experience of working with an Awarding Body or within a related training environment.

Experience of and be able to deliver training via a range of mediums and media.

## Knowledge

**Essential** Knowledge and understanding of:

- The award syllabus
- British Canoeing qualification pathway and the structure of Paddlesports
- British Canoeing and the Home Nation Associations as the NGB's
- The role and skills of the Coach Tutor and Assessor

**Desirable** Knowledge and experience of working with qualifications and National Occupational Standards.

## Tutoring and Assessing Qualifications

All coach educators training (or assessing) candidates for the Level 1 (or 2) Certificate in Coaching Paddlesport require a nationally recognised Tutoring (or Assessing) Qualification that aligns to the relevant National Occupational standards for Learning and Development (standards 1 – 10).

All applicants are required to commit to the achievement of these qualifications within 2-years of having achieved their tutoring/assessing role (if they do not already hold a relevant qualification). The Home Nations may be able to provide opportunities for coach educators to undertake the required course although there is likely to be an additional charge for this.

The following list of qualifications is not exhaustive, applicants who hold other qualifications for teaching/tutoring/assessing should list these in their application for them to be considered on an individual basis.

### Examples of Relevant Tutoring Qualifications:

(Required for Level 1 Coach Tutor and Assessor / Level 2 Tutor roles)

- Qualified Teacher Status
- Level 3 Award in Preparing to Teach in the Lifelong Learning Sector (QCF)
- Level 3 Award in Education and Training (QCF)
- Level 3 Award in Delivering Learning (QCF)
- Sports Education Tutoring PDA (SCQF)

### Examples of Relevant Assessor Qualifications:

(Required for Level 1 Coach Tutor and Assessor / Level 2 Assessor roles).

- Level 3 Award in Assessing Vocational Related Achievement (QCF)
- Level 3 Award in Assessing Vocational Achievement (QCF)
- Level 3 Award in Assessing Competence in the Work Environment (QCF)
- Conduct the Assessment Process PDA (SCQF)
- NVQ A1 Assessor Award
- NVQ D32/D33 Assessor Award

## Job Description and Person Specification for British Canoeing Coach Directors

Job Title:	Level 1 Coach Training and Assessment Director Level 2 Coach Training Director Level 2 Coach Assessment Director
Reports to:	Home Nation Delivery Centre
Overall Purpose:	To direct British Canoeing Level 1 and/or 2 Coach Training/Assessment as per the relevant qualification requirements.

### Key Responsibilities:

- To direct training/assessment associated with the relevant qualification as and when required to do so.
- To design, deliver and tailor programmes of training/assessment to meet candidates specific needs.
- To deploy other tutors/ assessors to plan and deliver aspects of the training/assessment programme, and to monitor and support deployed tutors/assessors delivery to ensure all aspects of the learning/assessment programme are delivered appropriately.
- To work with and support British Canoeing's awarding body and the Home Nation Delivery Centres in the delivery of coach education/assessment.
- To support, advise and mentor candidate coaches in their development through the coach pathway.
- To support, advise and mentor aspirant tutors/assessors to ensure consistent application of best practice.
- To attend, and contribute to, training and standardisation meetings, workshops and other update events as required.
- To maintain robust and valid administrative practices and records for courses and candidates and maintain all relevant communications.
- To contribute to the development and updating of guidance and support materials for use with British Canoeing qualifications.

## Personal Profile

- Has strong interpersonal skills and the ability to operate as a team player.
- Is able to communicate effectively with a wide range of people. Is skilled in communicating through various media and has excellent presentation skills. Is competent in the language used for assessment (or has access to appropriate guidance and training).
- Is fair and equitable, ethical and honest. Treats people with respect, is candid, and protects confidential information. Adheres to Home Nation policies and demonstrates loyalty to the British Canoeing /Home Nation and the team. Supports equality of opportunity.
- Is a clear thinker able to approach tasks in a systematic and logical manner. Has excellent problem solving skills.
- Is able and willing to take and offer advice. Is willing to learn, develop and grow.
- Has the ability to write and speak in plain English and to use language that is free from bias and appropriate to the qualification.
- Has competence in assessment and awarding systems and procedures (when applying for Level 1 Director, or Level 2 Assessment Director).
- Has competence in the subject matter of the qualification/s.
- Has excellent analytical skills.
- Has excellent customer care skills.
- Has the ability to make accurate judgements about the standard of candidates' coaching performance, knowledge, and development needs.
- Has the ability to design, deliver and tailor a programme of training/assessment to meet candidates specific needs.
- Has the ability to deploy other tutors/assessors to plan and deliver aspects of the training/assessment programme.
- Has the ability to monitor and support deployed tutors/assessors delivery to ensure all aspects of the learning/assessment programme are delivered appropriately.

## Qualifications

<b>Essential</b>	British Canoeing Coach Tutor/Assessor Role in the relevant award.  Level 3 (UKCC) Certificate in Coaching Paddlesport (or valid Level 3 Core Training and the commitment to complete the qualification). OR Level 5 Coach.  Level 2 Coaching qualifications covering two significantly different disciplines within paddlesport, or the Level 2 Certificate in Coaching Paddlesport.  An appropriate tutoring qualification, or be in the process of completing. (Required for Level 1 Director, or Level 2 Training Director roles).  An appropriate assessing qualification, or be in the process of completing. (Required for Level 1 Director, or Level 2 Assessment Director roles).
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**Desirable** Level 3 (or MWE) Coaching qualifications in canoe and kayak disciplines.  
Coaching qualifications in both competitive and non-competitive disciplines.

## Experience

**Essential** At least 5 years' experience coaching a range of relevant user groups in relevant environments.

At least 3 years active experience in the relevant tutor/assessor role.

Experience of and be able to deliver training via a range of mediums and media.

**Desirable** Extensive coaching experience:

- running long-term coaching programmes (1-year or more)
- coaching a wide range of participants (age, ability, aspirations)
- coaching participants in canoe and kayak
- coaching competitive and non-competitive paddlesport disciplines

Experience in other training/assessing roles for British Canoeing (e.g. Foundation module, MWE, AWE, 4/5 Star Provider), or Coach Educator role/s from other sport/s.

## Knowledge

**Essential** Detailed knowledge and understanding of:

- The award syllabus.
- British Canoeing qualification pathway and the structure of Paddlesports
- British Canoeing and the Home Nation Associations as the NGB's
- The role and skills of the Coach Tutor, Assessor, and Director.

Knowledge and experience of working with qualifications and National Occupational Standards.

## Tutoring and Assessing Qualifications

All Directors training (or assessing) candidates for the Level 1 (or 2) Certificate in Coaching Paddlesport require a nationally recognised Tutoring (or Assessing) Qualification that aligns to the relevant National Occupational Standards for Learning and Development (standards 1 to 10).

Applications may be accepted from candidates who are working towards these qualifications, however the Director role will not be granted until they have been completed.

The Home Nations may be able to provide opportunities for coach educators to undertake the required course although there is likely to be an additional charge for this.

The following list of qualifications is not exhaustive, applicants who hold other qualifications for teaching/tutoring/assessing should list these in their application and they can be considered on an individual basis.

### **Examples of Relevant Tutoring Qualifications:**

(Required for Level 1 Coach Director and Level 2 Training Director roles)

- Qualified Teacher Status
- Level 3 Award in Preparing to Teach in the Lifelong Learning Sector (QCF)
- Sports Education Tutoring PDA (SCQF)
- Level 3 Award in Delivering Learning (QCF)

### **Examples of Relevant Assessor Qualifications:**

(Required for Level 1 Coach Director and Level 2 Assessment Director roles)

- Level 3 Award in Assessing Vocational Related Achievement (QCF)
- Level 3 Award in Assessing Vocational Achievement (QCF)
- Level 3 Award in Assessing Competence in the Work Environment (QCF)
- Conduct the Assessment Process PDA (SCQF)
- NVQ A1 Assessor Award
- NVQ D32/D33 Assessor Award

## Requirements for Mentors and Coach Educators working with aspirant Tutors/Assessors/Directors

Specific coach educators to support new tutors/assessors/directors are invited by the Home Nation Delivery Centre following a recent, successful QA /IV visit in the relevant Director Role. A successful QA visit would have no significant actions requiring attention, and be considered live (normally undertaken within the last 3-years).

The role/s they may undertake include:

- Being the named mentor to support specific aspirant tutors/assessors/directors
- Supporting aspirant tutors/assessors/directors by allowing them to work alongside them as an additional member of staff on Level 1 and/or 2 Courses
- Making the final recommendation for an aspirant tutor/assessor to take on the relevant role

If they agree to take on any of these roles, the Home Nation Delivery Centre offers them any necessary support. This may include, for example:

- Annual support day - attendance is recommended prior to taking on the role, and at least once every 3 years thereafter (the annual support day is facilitated by Home Nation Delivery Centre manager, but expertise comes from the coach educators in attendance)
- Guidance on the requirements for aspirant tutors/assessors/directors to be 'signed off'
- Support through tutor/assessor qualifications if required

All directors in the relevant roles who have had a successful QA visit are given the opportunity to take on these roles. British Canoeing's awarding body may request evidence of the QA visit for external verification purposes.

The Home Nation Delivery Centre may reward these mentors and coach educators as they see best fit. For example:

- Waive coach educator licence fee
- Waive requirement to attend moderation
- Pay them to run the required orientation
- Pay them